July 13, 2017

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, July 20, 2017
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 24, 2017 for pay ranges prefixed by 'E'.

ITEM 2: Request an ordinance reflecting a pay increase of 2% to be effective August 24, 2017 for pay ranges prefixed by 'W'.

ITEM 3: Request an ordinance reflecting a pay increase of 2.5% to be effective August 24, 2017 for pay ranges prefixed by 'X'.

ITEM 4: Request an ordinance to revise the Excluded 'X' pay plan.

ITEM 5: Request to revise the classification, title and change the pay range of the following classification:

CLASS CODE	CURRENT TITLE	PROPOSED TITLE	CURRENT PAY RANGE	PROPOSED PAY RANGE
0026	Legal Secretary II	Legal Secretary	X47 ($43,752.80 – $56,902.56)	X18 ($47,107.84 – $58,832.80)

ITEM 6: Request to revise the classification and change the pay range of the following classification:

CLASS CODE	CLASS TITLE	CURRENT PAY RANGE	PROPOSED PAY RANGE
0028	Paralegal	X47 ($43,752.80 – $56,902.56)	X20 ($49,491.51 – $61,811.36)

ITEM 7: Request to change the pay range of the following classification:

CLASS CODE	CLASS TITLE	CURRENT PAY RANGE	PROPOSED PAY RANGE
0024	Prosecution Assistant	X20 ($37,379.68 – $48,655.36)	X13 ($41,637.44 – $51,997.92)

ITEM 8: Request to delete the following classifications:

CLASS CODE	CLASS TITLE	
0025	Legal Secretary I	(X16)
0608	Employment Clerk	(X11)
0611	Benefits Clerk	(X30)

ITEM 9: Request to amend Section 2.76.040 of the Lincoln Municipal Code – Definitions.

ITEM 10: Request to amend Section 2.76.370 of the Lincoln Municipal Code – Authorized Holidays.

ITEM 11: 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 - E RANGES

Reflects 2.5% increase

Effective August 24, 2017

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	21.838	22.440	23.055	23.690	24.343	25.010	25.700	26.405	27.133	27.879
0609	COMPENSATION TECHNICIAN I	E05	21.838	22.440	23.055	23.690	24.343	25.010	25.700	26.405	27.133	27.879
0610	COMPENSATION TECHNICIAN II	E15	28.645	29.432	30.242	31.075	31.930	32.807	33.710	34.635	35.588	36.567
0613	EMPLOYMENT TECHNICIAN I	E05	21.838	22.440	23.055	23.690	24.343	25.010	25.700	26.405	27.133	27.879
0614	EMPLOYMENT TECHNICIAN II	E15	28.645	29.432	30.242	31.075	31.930	32.807	33.710	34.635	35.588	36.567
0630	EXECUTIVE SECRETARY	E09	24.343	25.010	25.700	26.405	27.133	27.879	28.645	29.432	30.242	31.075
0631	EXECUTIVE AIDE	E02	20.131	20.685	21.253	21.838	22.440	23.055	23.690	24.343	25.010	25.700
0634	HUMAN RESOURCES OPERATIONS SPECIALIST	E15	28.645	29.432	30.242	31.075	31.930	32.807	33.710	34.635	35.588	36.567
0655	OMBUDSMAN	E12	26.405	27.133	27.879	28.645	29.432	30.242	31.075	31.930	32.807	33.710
1130	PAYROLL ADMINISTRATOR	E19	31.930	32.807	33.710	34.635	35.588	36.567	37.573	38.607	39.669	40.760
1133	PAYROLL SPECIALIST	E09	24.343	25.010	25.700	26.405	27.133	27.879	28.645	29.432	30.242	31.075
1321	WORKERS' COMPENSATION CLAIMS SPEC	E07	23.055	23.690	24.343	25.010	25.700	26.405	27.133	27.879	28.645	29.432
1550	GRANT COORDINATOR I	E04	21.253	21.838	22.440	23.055	23.690	24.343	25.010	25.700	26.405	27.133
1551	GRANT COORDINATOR II	E09	24.343	25.010	25.700	26.405	27.133	27.879	28.645	29.432	30.242	31.075

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 24, 2017
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	40,753.44	41,872.48	43,024.80	44,206.24	45,423.04	46,675.20	47,954.40	49,275.20	50,633.44	52,020.80
	MONTHLY	3,396.12	3,489.37	3,585.40	3,683.85	3,785.25	3,889.60	3,996.20	4,106.27	4,219.45	4,335.07
	BIWEEKLY	1,567.44	1,610.48	1,654.80	1,700.24	1,747.04	1,795.20	1,844.40	1,895.20	1,947.44	2,000.80
	HOURLY	19.593	20.131	20.685	21.253	21.838	22.440	23.055	23.690	24.343	25.010
E02	ANNUAL	41,872.48	43,024.80	44,206.24	45,423.04	46,675.20	47,954.40	49,275.20	50,633.44	52,020.80	53,456.00
	MONTHLY	3,489.37	3,585.40	3,683.85	3,785.25	3,889.60	3,996.20	4,106.27	4,219.45	4,335.07	4,454.67
	BIWEEKLY	1,610.48	1,654.80	1,700.24	1,747.04	1,795.20	1,844.40	1,895.20	1,947.44	2,000.80	2,056.00
	HOURLY	20.131	20.685	21.253	21.838	22.440	23.055	23.690	24.343	25.010	25.700
E03	ANNUAL	43,024.80	44,206.24	45,423.04	46,675.20	47,954.40	49,275.20	50,633.44	52,020.80	53,456.00	54,922.40
	MONTHLY	3,585.40	3,683.85	3,785.25	3,889.60	3,996.20	4,106.27	4,219.45	4,335.07	4,454.67	4,576.87
	BIWEEKLY	1,654.80	1,700.24	1,747.04	1,795.20	1,844.40	1,895.20	1,947.44	2,000.80	2,056.00	2,112.40
	HOURLY	20.685	21.253	21.838	22.440	23.055	23.690	24.343	25.010	25.700	26.405
E04	ANNUAL	44,206.24	45,423.04	46,675.20	47,954.40	49,275.20	50,633.44	52,020.80	53,456.00	54,922.40	56,436.64
	MONTHLY	3,683.85	3,785.25	3,889.60	3,996.20	4,106.27	4,219.45	4,335.07	4,454.67	4,576.87	4,703.05
	BIWEEKLY	1,700.24	1,747.04	1,795.20	1,844.40	1,895.20	1,947.44	2,000.80	2,056.00	2,112.40	2,170.64
	HOURLY	21.253	21.838	22.440	23.055	23.690	24.343	25.010	25.700	26.405	27.133
E05	ANNUAL	45,423.04	46,675.20	47,954.40	49,275.20	50,633.44	52,020.80	53,456.00	54,922.40	56,436.64	57,988.32
	MONTHLY	3,785.25	3,889.60	3,996.20	4,106.27	4,219.45	4,335.07	4,454.67	4,576.87	4,703.05	4,832.36
	BIWEEKLY	1,747.04	1,795.20	1,844.40	1,895.20	1,947.44	2,000.80	2,056.00	2,112.40	2,170.64	2,230.32
	HOURLY	21.838	22.440	23.055	23.690	24.343	25.010	25.700	26.405	27.133	27.879

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 24, 2017
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	46,675.20	47,954.40	49,275.20	50,633.44	52,020.80	53,456.00	54,922.40	56,436.64	57,988.32	59,581.60
	MONTHLY	3,889.60	3,996.20	4,106.27	4,219.45	4,335.07	4,454.67	4,576.87	4,703.05	4,832.36	4,965.13
	BIWEEKLY	1,795.20	1,844.40	1,895.20	1,947.44	2,000.80	2,056.00	2,112.40	2,170.64	2,230.32	2,291.60
	HOURLY	22.440	23.055	23.690	24.343	25.010	25.700	26.405	27.133	27.879	28.645
E07	ANNUAL	47,954.40	49,275.20	50,633.44	52,020.80	53,456.00	54,922.40	56,436.64	57,988.32	59,581.60	61,218.56
	MONTHLY	3,996.20	4,106.27	4,219.45	4,335.07	4,454.67	4,576.87	4,703.05	4,832.36	4,965.13	5,101.55
	BIWEEKLY	1,844.40	1,895.20	1,947.44	2,000.80	2,056.00	2,112.40	2,170.64	2,230.32	2,291.60	2,354.56
	HOURLY	23.055	23.690	24.343	25.010	25.700	26.405	27.133	27.879	28.645	29.432
E08	ANNUAL	49,275.20	50,633.44	52,020.80	53,456.00	54,922.40	56,436.64	57,988.32	59,581.60	61,218.56	62,903.36
	MONTHLY	4,106.27	4,219.45	4,335.07	4,454.67	4,576.87	4,703.05	4,832.36	4,965.13	5,101.55	5,241.95
	BIWEEKLY	1,895.20	1,947.44	2,000.80	2,056.00	2,112.40	2,170.64	2,230.32	2,291.60	2,354.56	2,419.36
	HOURLY	23.690	24.343	25.010	25.700	26.405	27.133	27.879	28.645	29.432	30.242
E09	ANNUAL	50,633.44	52,020.80	53,456.00	54,922.40	56,436.64	57,988.32	59,581.60	61,218.56	62,903.36	64,636.00
	MONTHLY	4,219.45	4,335.07	4,454.67	4,576.87	4,703.05	4,832.36	4,965.13	5,101.55	5,241.95	5,386.33
	BIWEEKLY	1,947.44	2,000.80	2,056.00	2,112.40	2,170.64	2,230.32	2,291.60	2,354.56	2,419.36	2,486.00
	HOURLY	24.343	25.010	25.700	26.405	27.133	27.879	28.645	29.432	30.242	31.075
E10	ANNUAL	52,020.80	53,456.00	54,922.40	56,436.64	57,988.32	59,581.60	61,218.56	62,903.36	64,636.00	66,414.40
	MONTHLY	4,335.07	4,454.67	4,576.87	4,703.05	4,832.36	4,965.13	5,101.55	5,241.95	5,386.33	5,534.53
	BIWEEKLY	2,000.80	2,056.00	2,112.40	2,170.64	2,230.32	2,291.60	2,354.56	2,419.36	2,486.00	2,554.40
	HOURLY	25.010	25.700	26.405	27.133	27.879	28.645	29.432	30.242	31.075	31.930

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 24, 2017
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	53,456.00	54,922.40	56,436.64	57,988.32	59,581.60	61,218.56	62,903.36	64,636.00	66,414.40	68,238.56
	MONTHLY	4,454.67	4,576.87	4,703.05	4,832.36	4,965.13	5,101.55	5,241.95	5,386.33	5,534.53	5,686.55
	BIWEEKLY	2,056.00	2,112.40	2,170.64	2,230.32	2,291.60	2,354.56	2,419.36	2,486.00	2,554.40	2,624.56
	HOURLY	25.700	26.405	27.133	27.879	28.645	29.432	30.242	31.075	31.930	32.807
E12	ANNUAL	54,922.40	56,436.64	57,988.32	59,581.60	61,218.56	62,903.36	64,636.00	66,414.40	68,238.56	70,116.80
	MONTHLY	4,576.87	4,703.05	4,832.36	4,965.13	5,101.55	5,241.95	5,386.33	5,534.53	5,686.55	5,843.07
	BIWEEKLY	2,112.40	2,170.64	2,230.32	2,291.60	2,354.56	2,419.36	2,486.00	2,554.40	2,624.56	2,696.80
	HOURLY	26.405	27.133	27.879	28.645	29.432	30.242	31.075	31.930	32.807	33.710
E13	ANNUAL	56,436.64	57,988.32	59,581.60	61,218.56	62,903.36	64,636.00	66,414.40	68,238.56	70,116.80	72,040.80
	MONTHLY	4,703.05	4,832.36	4,965.13	5,101.55	5,241.95	5,386.33	5,534.53	5,686.55	5,843.07	6,003.40
	BIWEEKLY	2,170.64	2,230.32	2,291.60	2,354.56	2,419.36	2,486.00	2,554.40	2,624.56	2,696.80	2,770.80
	HOURLY	27.133	27.879	28.645	29.432	30.242	31.075	31.930	32.807	33.710	34.635
E14	ANNUAL	57,988.32	59,581.60	61,218.56	62,903.36	64,636.00	66,414.40	68,238.56	70,116.80	72,040.80	74,023.04
	MONTHLY	4,832.36	4,965.13	5,101.55	5,241.95	5,386.33	5,534.53	5,686.55	5,843.07	6,003.40	6,168.59
	BIWEEKLY	2,230.32	2,291.60	2,354.56	2,419.36	2,486.00	2,554.40	2,624.56	2,696.80	2,770.80	2,847.04
	HOURLY	27.879	28.645	29.432	30.242	31.075	31.930	32.807	33.710	34.635	35.588
E15	ANNUAL	59,581.60	61,218.56	62,903.36	64,636.00	66,414.40	68,238.56	70,116.80	72,040.80	74,023.04	76,059.36
	MONTHLY	4,965.13	5,101.55	5,241.95	5,386.33	5,534.53	5,686.55	5,843.07	6,003.40	6,168.59	6,338.28
	BIWEEKLY	2,291.60	2,354.56	2,419.36	2,486.00	2,554.40	2,624.56	2,696.80	2,770.80	2,847.04	2,925.36
	HOURLY	28.645	29.432	30.242	31.075	31.930	32.807	33.710	34.635	35.588	36.567

EXCLUDED - E RANGES

Reflects 2.5% increase
Effective August 24, 2017
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	61,218.56	62,903.36	64,636.00	66,414.40	68,238.56	70,116.80	72,040.80	74,023.04	76,059.36	78,151.84
	MONTHLY	5,101.55	5,241.95	5,386.33	5,534.53	5,686.55	5,843.07	6,003.40	6,168.59	6,338.28	6,512.65
	BIWEEKLY	2,354.56	2,419.36	2,486.00	2,554.40	2,624.56	2,696.80	2,770.80	2,847.04	2,925.36	3,005.84
	HOURLY	29.432	30.242	31.075	31.930	32.807	33.710	34.635	35.588	36.567	37.573
E17	ANNUAL	62,903.36	64,636.00	66,414.40	68,238.56	70,116.80	72,040.80	74,023.04	76,059.36	78,151.84	80,302.56
	MONTHLY	5,241.95	5,386.33	5,534.53	5,686.55	5,843.07	6,003.40	6,168.59	6,338.28	6,512.65	6,691.88
	BIWEEKLY	2,419.36	2,486.00	2,554.40	2,624.56	2,696.80	2,770.80	2,847.04	2,925.36	3,005.84	3,088.56
	HOURLY	30.242	31.075	31.930	32.807	33.710	34.635	35.588	36.567	37.573	38.607
E18	ANNUAL	64,636.00	66,414.40	68,238.56	70,116.80	72,040.80	74,023.04	76,059.36	78,151.84	80,302.56	82,511.52
	MONTHLY	5,386.33	5,534.53	5,686.55	5,843.07	6,003.40	6,168.59	6,338.28	6,512.65	6,691.88	6,875.96
	BIWEEKLY	2,486.00	2,554.40	2,624.56	2,696.80	2,770.80	2,847.04	2,925.36	3,005.84	3,088.56	3,173.52
	HOURLY	31.075	31.930	32.807	33.710	34.635	35.588	36.567	37.573	38.607	39.669
E19	ANNUAL	66,414.40	68,238.56	70,116.80	72,040.80	74,023.04	76,059.36	78,151.84	80,302.56	82,511.52	84,780.80
	MONTHLY	5,534.53	5,686.55	5,843.07	6,003.40	6,168.59	6,338.28	6,512.65	6,691.88	6,875.96	7,065.07
	BIWEEKLY	2,554.40	2,624.56	2,696.80	2,770.80	2,847.04	2,925.36	3,005.84	3,088.56	3,173.52	3,260.80
	HOURLY	31.930	32.807	33.710	34.635	35.588	36.567	37.573	38.607	39.669	40.760
E20	ANNUAL	68,238.56	70,116.80	72,040.80	74,023.04	76,059.36	78,151.84	80,302.56	82,511.52	84,780.80	87,110.40
	MONTHLY	5,686.55	5,843.07	6,003.40	6,168.59	6,338.28	6,512.65	6,691.88	6,875.96	7,065.07	7,259.20
	BIWEEKLY	2,624.56	2,696.80	2,770.80	2,847.04	2,925.36	3,005.84	3,088.56	3,173.52	3,260.80	3,350.40
	HOURLY	32.807	33.710	34.635	35.588	36.567	37.573	38.607	39.669	40.760	41.880

EXCLUDED PAY PLAN - W RANGES

Reflects a 2% increase

Effective August 24, 2017

CLASS CODE	CLASS TITLE	PAY RANGE	MINIMUM	MAXIMUM
0615	BENEFITS SPECIALIST	W01	26.282	44.007
0617	HUMAN RESOURCES COORDINATOR	W02	32.654	54.675
0618	COMPENSATION MANAGER	W02	32.654	54.675
0620	PENSION OFFICER	W02	32.654	54.675
0633	EXECUTIVE ASSISTANT	W01	26.282	44.007
0705	ATTORNEY I	W01	26.282	44.007
0706	ATTORNEY II	W02	32.654	54.675
0707	SENIOR ATTORNEY	W03	37.397	62.620
0708	CHIEF ASSISTANT CITY ATTORNEY	W04	39.482	66.112
1127	CITY CONTROLLER	W03	37.397	62.620
1169	BUDGET OFFICER	W04	39.482	66.112
1320	RISK MANAGER	W02	32.654	54.675
1322	CLAIMS & INSURANCE COORDINATOR	W01	26.282	44.007
1324	SAFETY & TRAINING COORDINATOR	W01	26.282	44.007
1326	WORKERS' COMPENSATION CLAIMS COOR	W01	26.282	44.007
1450	INFORMATION SERVICES MANAGER	W04	39.482	66.112
2020	CITY ENGINEER	W04	39.482	66.112
2021	ASSISTANT CITY ENGINEER	W03	37.397	62.620
2023	DEPT LIAISON & COMPLIANCE ADMINISTRATOR	W02	32.654	54.675
2024	PUBLIC WORKS AND UTILITIES ASSISTANT DIREC	W04	39.482	66.112
2026	FIBER NETWORK & RIGHT-OF-WAY MANAGER	W03	37.397	62.620
2207	ASST DIRECTOR OF URBAN DEVELOPMENT	W03	37.397	62.620
2255	EQUITY AND DIVERSITY OFFICER	W01	26.282	44.007
3002	ASSISTANT FIRE CHIEF	W04	39.482	66.112
3125	ASSISTANT CHIEF OF POLICE	W04	39.482	66.112
3239	BUILDING & SAFETY MANAGER	W02	32.654	54.675
3602	ASSISTANT HEALTH DIRECTOR	W04	39.482	66.112
3604	RESOURCE & PROGRAM DEVELOP COOR	W02	32.654	54.675
5531	ASST DIRECTOR OF PARKS & RECREATION	W03	37.397	62.620
5600	TRANSIT MANAGER	W03	37.397	62.620

EXCLUDED - W RANGES

Reflects a 2% increase
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PAY RANGE		MINIMUM	MAXIMUM
W01	Annual	54,666.56	91,534.56
	Monthly	4,555.55	7,627.88
	Biweekly	2,102.56	3,520.56
	Hourly	26.282	44.007
W02	Annual	67,920.32	113,724.00
	Monthly	5,660.03	9,477.00
	Biweekly	2,612.32	4,374.00
	Hourly	32.654	54.675
W03	Annual	77,785.76	130,249.60
	Monthly	6,482.15	10,854.13
	Biweekly	2,991.76	5,009.60
	Hourly	37.397	62.620
W04	Annual	82,122.56	137,512.96
	Monthly	6,843.55	11,459.41
	Biweekly	3,158.56	5,288.96
	Hourly	39.482	66.112

EXCLUDED PAY PLAN - X RANGES

Effective August 24, 2017
2.5% 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
0024	PROSECUTION ASSISTANT	X13	20.018	20.518	21.031	21.557	22.096	22.648	23.214	23.794	24.389	24.999
0026	LEGAL SECRETARY	X18	22.648	23.214	23.794	24.389	24.999	25.624	26.265	26.922	27.595	28.285
0028	PARALEGAL	X20	23.794	24.389	24.999	25.624	26.265	26.922	27.595	28.285	28.992	29.717
0030	EXCLUDED OFFICE ASSISTANT	X01	14.885	15.257	15.638	16.029	16.430	16.841	17.262	17.694	18.136	18.589
0032	EXCLUDED SR OFFICE ASSISTANT	X05	16.430	16.841	17.262	17.694	18.136	18.589	19.054	19.530	20.018	20.518
0034	EXCLUDED OFFICE SPECIALIST	X10	18.589	19.054	19.530	20.018	20.518	21.031	21.557	22.096	22.648	23.214
0120	EXCLUDED ACCOUNT CLERK I	X07	17.262	17.694	18.136	18.589	19.054	19.530	20.018	20.518	21.031	21.557
0121	EXCLUDED ACCOUNT CLERK II	X10	18.589	19.054	19.530	20.018	20.518	21.031	21.557	22.096	22.648	23.214
0122	EXCLUDED ACCOUNT CLERK III	X12	19.530	20.018	20.518	21.031	21.557	22.096	22.648	23.214	23.794	24.389
0612	HUMAN RESOURCES CLERK	X11	19.054	19.530	20.018	20.518	21.031	21.557	22.096	22.648	23.214	23.794

EXCLUDED PAY PLAN - X RANGES

Effective August 24, 2017
2.5% Between Steps

PAY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
X01	ANNUAL	30,960.80	31,734.56	32,527.04	33,340.32	34,174.40	35,029.28	35,904.96	36,803.52	37,722.88	38,665.12
	MONTHLY	2,580.07	2,644.55	2,710.59	2,778.36	2,847.87	2,919.11	2,992.08	3,066.96	3,143.57	3,222.09
	BIWEEKLY	1,190.80	1,220.56	1,251.04	1,282.32	1,314.40	1,347.28	1,380.96	1,415.52	1,450.88	1,487.12
	HOURLY	14.885	15.257	15.638	16.029	16.430	16.841	17.262	17.694	18.136	18.589
X02	ANNUAL	31,734.56	32,527.04	33,340.32	34,174.40	35,029.28	35,904.96	36,803.52	37,722.88	38,665.12	39,632.32
	MONTHLY	2,644.55	2,710.59	2,778.36	2,847.87	2,919.11	2,992.08	3,066.96	3,143.57	3,222.09	3,302.69
	BIWEEKLY	1,220.56	1,251.04	1,282.32	1,314.40	1,347.28	1,380.96	1,415.52	1,450.88	1,487.12	1,524.32
	HOURLY	15.257	15.638	16.029	16.430	16.841	17.262	17.694	18.136	18.589	19.054
X03	ANNUAL	32,527.04	33,340.32	34,174.40	35,029.28	35,904.96	36,803.52	37,722.88	38,665.12	39,632.32	40,622.40
	MONTHLY	2,710.59	2,778.36	2,847.87	2,919.11	2,992.08	3,066.96	3,143.57	3,222.09	3,302.69	3,385.20
	BIWEEKLY	1,251.04	1,282.32	1,314.40	1,347.28	1,380.96	1,415.52	1,450.88	1,487.12	1,524.32	1,562.40
	HOURLY	15.638	16.029	16.430	16.841	17.262	17.694	18.136	18.589	19.054	19.530
X04	ANNUAL	33,340.32	34,174.40	35,029.28	35,904.96	36,803.52	37,722.88	38,665.12	39,632.32	40,622.40	41,637.44
	MONTHLY	2,778.36	2,847.87	2,919.11	2,992.08	3,066.96	3,143.57	3,222.09	3,302.69	3,385.20	3,469.79
	BIWEEKLY	1,282.32	1,314.40	1,347.28	1,380.96	1,415.52	1,450.88	1,487.12	1,524.32	1,562.40	1,601.44
	HOURLY	16.029	16.430	16.841	17.262	17.694	18.136	18.589	19.054	19.530	20.018
X05	ANNUAL	34,174.40	35,029.28	35,904.96	36,803.52	37,722.88	38,665.12	39,632.32	40,622.40	41,637.44	42,677.44
	MONTHLY	2,847.87	2,919.11	2,992.08	3,066.96	3,143.57	3,222.09	3,302.69	3,385.20	3,469.79	3,556.45
	BIWEEKLY	1,314.40	1,347.28	1,380.96	1,415.52	1,450.88	1,487.12	1,524.32	1,562.40	1,601.44	1,641.44
	HOURLY	16.430	16.841	17.262	17.694	18.136	18.589	19.054	19.530	20.018	20.518

EXCLUDED PAY PLAN - X RANGES

Effective August 24, 2017
2.5% Between Steps

PAY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
X06	ANNUAL	35,029.28	35,904.96	36,803.52	37,722.88	38,665.12	39,632.32	40,622.40	41,637.44	42,677.44	43,744.48
	MONTHLY	2,919.11	2,992.08	3,066.96	3,143.57	3,222.09	3,302.69	3,385.20	3,469.79	3,556.45	3,645.37
	BIWEEKLY	1,347.28	1,380.96	1,415.52	1,450.88	1,487.12	1,524.32	1,562.40	1,601.44	1,641.44	1,682.48
	HOURLY	16.841	17.262	17.694	18.136	18.589	19.054	19.530	20.018	20.518	21.031
X07	ANNUAL	35,904.96	36,803.52	37,722.88	38,665.12	39,632.32	40,622.40	41,637.44	42,677.44	43,744.48	44,838.56
	MONTHLY	2,992.08	3,066.96	3,143.57	3,222.09	3,302.69	3,385.20	3,469.79	3,556.45	3,645.37	3,736.55
	BIWEEKLY	1,380.96	1,415.52	1,450.88	1,487.12	1,524.32	1,562.40	1,601.44	1,641.44	1,682.48	1,724.56
	HOURLY	17.262	17.694	18.136	18.589	19.054	19.530	20.018	20.518	21.031	21.557
X08	ANNUAL	36,803.52	37,722.88	38,665.12	39,632.32	40,622.40	41,637.44	42,677.44	43,744.48	44,838.56	45,959.68
	MONTHLY	3,066.96	3,143.57	3,222.09	3,302.69	3,385.20	3,469.79	3,556.45	3,645.37	3,736.55	3,829.97
	BIWEEKLY	1,415.52	1,450.88	1,487.12	1,524.32	1,562.40	1,601.44	1,641.44	1,682.48	1,724.56	1,767.68
	HOURLY	17.694	18.136	18.589	19.054	19.530	20.018	20.518	21.031	21.557	22.096
X09	ANNUAL	37,722.88	38,665.12	39,632.32	40,622.40	41,637.44	42,677.44	43,744.48	44,838.56	45,959.68	47,107.84
	MONTHLY	3,143.57	3,222.09	3,302.69	3,385.20	3,469.79	3,556.45	3,645.37	3,736.55	3,829.97	3,925.65
	BIWEEKLY	1,450.88	1,487.12	1,524.32	1,562.40	1,601.44	1,641.44	1,682.48	1,724.56	1,767.68	1,811.84
	HOURLY	18.136	18.589	19.054	19.530	20.018	20.518	21.031	21.557	22.096	22.648
X10	ANNUAL	38,665.12	39,632.32	40,622.40	41,637.44	42,677.44	43,744.48	44,838.56	45,959.68	47,107.84	48,285.12
	MONTHLY	3,222.09	3,302.69	3,385.20	3,469.79	3,556.45	3,645.37	3,736.55	3,829.97	3,925.65	4,023.76
	BIWEEKLY	1,487.12	1,524.32	1,562.40	1,601.44	1,641.44	1,682.48	1,724.56	1,767.68	1,811.84	1,857.12
	HOURLY	18.589	19.054	19.530	20.018	20.518	21.031	21.557	22.096	22.648	23.214

EXCLUDED PAY PLAN - X RANGES

Effective August 24, 2017
2.5% Between Steps

PAY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
X11	ANNUAL	39,632.32	40,622.40	41,637.44	42,677.44	43,744.48	44,838.56	45,959.68	47,107.84	48,285.12	49,491.52
	MONTHLY	3,302.69	3,385.20	3,469.79	3,556.45	3,645.37	3,736.55	3,829.97	3,925.65	4,023.76	4,124.29
	BIWEEKLY	1,524.32	1,562.40	1,601.44	1,641.44	1,682.48	1,724.56	1,767.68	1,811.84	1,857.12	1,903.52
	HOURLY	19.054	19.530	20.018	20.518	21.031	21.557	22.096	22.648	23.214	23.794
X12	ANNUAL	40,622.40	41,637.44	42,677.44	43,744.48	44,838.56	45,959.68	47,107.84	48,285.12	49,491.52	50,729.12
	MONTHLY	3,385.20	3,469.79	3,556.45	3,645.37	3,736.55	3,829.97	3,925.65	4,023.76	4,124.29	4,227.43
	BIWEEKLY	1,562.40	1,601.44	1,641.44	1,682.48	1,724.56	1,767.68	1,811.84	1,857.12	1,903.52	1,951.12
	HOURLY	19.530	20.018	20.518	21.031	21.557	22.096	22.648	23.214	23.794	24.389
X13	ANNUAL	41,637.44	42,677.44	43,744.48	44,838.56	45,959.68	47,107.84	48,285.12	49,491.52	50,729.12	51,997.92
	MONTHLY	3,469.79	3,556.45	3,645.37	3,736.55	3,829.97	3,925.65	4,023.76	4,124.29	4,227.43	4,333.16
	BIWEEKLY	1,601.44	1,641.44	1,682.48	1,724.56	1,767.68	1,811.84	1,857.12	1,903.52	1,951.12	1,999.92
	HOURLY	20.018	20.518	21.031	21.557	22.096	22.648	23.214	23.794	24.389	24.999
X14	ANNUAL	42,677.44	43,744.48	44,838.56	45,959.68	47,107.84	48,285.12	49,491.52	50,729.12	51,997.92	53,297.92
	MONTHLY	3,556.45	3,645.37	3,736.55	3,829.97	3,925.65	4,023.76	4,124.29	4,227.43	4,333.16	4,441.49
	BIWEEKLY	1,641.44	1,682.48	1,724.56	1,767.68	1,811.84	1,857.12	1,903.52	1,951.12	1,999.92	2,049.92
	HOURLY	20.518	21.031	21.557	22.096	22.648	23.214	23.794	24.389	24.999	25.624
X15	ANNUAL	43,744.48	44,838.56	45,959.68	47,107.84	48,285.12	49,491.52	50,729.12	51,997.92	53,297.92	54,631.20
	MONTHLY	3,645.37	3,736.55	3,829.97	3,925.65	4,023.76	4,124.29	4,227.43	4,333.16	4,441.49	4,552.60
	BIWEEKLY	1,682.48	1,724.56	1,767.68	1,811.84	1,857.12	1,903.52	1,951.12	1,999.92	2,049.92	2,101.20
	HOURLY	21.031	21.557	22.096	22.648	23.214	23.794	24.389	24.999	25.624	26.265

EXCLUDED PAY PLAN - X RANGES

Effective August 24, 2017
2.5% Between Steps

PAY RANGE		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J
X16	ANNUAL	44,838.56	45,959.68	47,107.84	48,285.12	49,491.52	50,729.12	51,997.92	53,297.92	54,631.20	55,997.76
	MONTHLY	3,736.55	3,829.97	3,925.65	4,023.76	4,124.29	4,227.43	4,333.16	4,441.49	4,552.60	4,666.48
	BIWEEKLY	1,724.56	1,767.68	1,811.84	1,857.12	1,903.52	1,951.12	1,999.92	2,049.92	2,101.20	2,153.76
	HOURLY	21.557	22.096	22.648	23.214	23.794	24.389	24.999	25.624	26.265	26.922
X17	ANNUAL	45,959.68	47,107.84	48,285.12	49,491.52	50,729.12	51,997.92	53,297.92	54,631.20	55,997.76	57,397.60
	MONTHLY	3,829.97	3,925.65	4,023.76	4,124.29	4,227.43	4,333.16	4,441.49	4,552.60	4,666.48	4,783.13
	BIWEEKLY	1,767.68	1,811.84	1,857.12	1,903.52	1,951.12	1,999.92	2,049.92	2,101.20	2,153.76	2,207.60
	HOURLY	22.096	22.648	23.214	23.794	24.389	24.999	25.624	26.265	26.922	27.595
X18	ANNUAL	47,107.84	48,285.12	49,491.52	50,729.12	51,997.92	53,297.92	54,631.20	55,997.76	57,397.60	58,832.80
	MONTHLY	3,925.65	4,023.76	4,124.29	4,227.43	4,333.16	4,441.49	4,552.60	4,666.48	4,783.13	4,902.73
	BIWEEKLY	1,811.84	1,857.12	1,903.52	1,951.12	1,999.92	2,049.92	2,101.20	2,153.76	2,207.60	2,262.80
	HOURLY	22.648	23.214	23.794	24.389	24.999	25.624	26.265	26.922	27.595	28.285
X19	ANNUAL	48,285.12	49,491.52	50,729.12	51,997.92	53,297.92	54,631.20	55,997.76	57,397.60	58,832.80	60,303.36
	MONTHLY	4,023.76	4,124.29	4,227.43	4,333.16	4,441.49	4,552.60	4,666.48	4,783.13	4,902.73	5,025.28
	BIWEEKLY	1,857.12	1,903.52	1,951.12	1,999.92	2,049.92	2,101.20	2,153.76	2,207.60	2,262.80	2,319.36
	HOURLY	23.214	23.794	24.389	24.999	25.624	26.265	26.922	27.595	28.285	28.992
X20	ANNUAL	49,491.52	50,729.12	51,997.92	53,297.92	54,631.20	55,997.76	57,397.60	58,832.80	60,303.36	61,811.36
	MONTHLY	4,124.29	4,227.43	4,333.16	4,441.49	4,552.60	4,666.48	4,783.13	4,902.73	5,025.28	5,150.95
	BIWEEKLY	1,903.52	1,951.12	1,999.92	2,049.92	2,101.20	2,153.76	2,207.60	2,262.80	2,319.36	2,377.36
	HOURLY	23.794	24.389	24.999	25.624	26.265	26.922	27.595	28.285	28.992	29.717

LEGAL SECRETARY ~~II~~

NATURE OF WORK

This is highly responsible specialized ~~clerical and secretarial~~legal assistance work requiring an ~~extensive~~ considerable level of attention to detail, knowledge of legal terminology, and the legal process.

Work involves responsibility for performing complex ~~clerical and secretarial~~legal assistance work in the Law Department requiring ~~extensive~~ considerable knowledge of legal terminology and systems of legal citation, the ability to prepare legal documents following accepted formats and construction, and the ability to maintain confidential legal case files and records.

~~-~~General supervision is provided by attorneys, but the legal secretary is allowed considerable latitude for exercising independent judgment~~ is permitted because of the advanced knowledge of established rules, regulations, methods, and procedures that is required. This class is distinguished from lower classes by reason of the complexity of assignments, degree of independence provided in performance of assignments, and advanced knowledge required~~.

EXAMPLES OF WORK PERFORMED

Drafts ordinances, resolutions, contracts, and ~~executive orders~~legislative documents using previously prepared documents as forms; makes modifications as necessary; maintains files on ~~ordinances and resolutions~~legislative activities passed by City Council, Planning Commission, and other political subdivisions; and ~~assists in~~coordinates the publishing and updating of the Lincoln Municipal Code and related documents, in hardcopy and electronically.

Independently prepare~~s some~~ documents in final form for review and signature by staff attorneys; interprets documents submitted to the office for follow-up and additional document preparation.~~;~~

~~-e~~Contacts appropriate personnel or inquire on electronic resources to collect information~~in~~ from other city departments, Register of Deeds, County Assessor, and/or ~~in~~ the private sector for information needed to ~~prepare agreements, plat ordinances, petitions, etc.~~initiate case files, prepare documents, respond to discovery, and/or complete investigations for review by attorney.

Prepares rough drafts and final copies of contracts, deeds, easements, executive orders, ~~legal briefs,~~ memorandums, ~~pleadings,~~ petitions/complaints, motions, orders, briefs, discovery requests and discovery productions for review by an attorney;, opinions, ~~legislative documents,~~ general correspondence and other related complex documents from machine ~~transcription~~dictation, electronic media, hard copy, or other sources as requested; complying with various agencies and/or court rules and legal procedure.

~~Files pleadings with various courts~~Obtains trial dates and times for court hearings and discovery; files pleadings and other documents with various courts, City Clerk, and Register of Deeds; tracks cases and hearing dates.

Receives and screens telephone calls from litigants, attorneys, judges, and other persons seeking information; answers routine questions concerning ordinances and related matters.

Maintains case files and electronic databases related to area of responsibility by creating new matters; updating case information; and closing cases in the appropriate case management system in the Law Department~~complete records and files of litigations, city ordinances, petitions for improvements, and other matters related to Law Department activities~~.

Takes, transcribes, and distributes minutes of meetings of various boards and commissions.

Issue legal holds as directed by an attorney.

~~Operates a personal computer with sophisticated word processing software, database applications, and mainframe access; transcription equipment; and other common office equipment.~~

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Thorough knowledge of word processing software and the ability to utilize sophisticated and advanced features for the efficient generation of legal documents, general correspondence, and other documents as required.~~

~~Thorough knowledge of modern law office practices, methods and procedures.~~

~~Considerable~~ Thorough knowledge of legal terminology, spelling, punctuation, and grammar, as well as of various legal forms, instruments, documents, and pleadings.

Considerable knowledge of the ~~various computer applications on mainframe, AS400, or network platforms including~~use of technology in document generation, case management systems, and litigation support software: the preparation of documents for posting to the Internet, converting and/or ~~to Portable Document Format (PDF),~~ scanning documents ~~and~~/or photos to a variety of formats, and researching and obtaining information necessary to complete documents.

Knowledge of the jurisdiction of the various courts and their respective rules.

Ability to understand the more important duties and responsibilities of the department and to be able to assist with some of the routine details.

Ability to ~~communicate and articulate orally and to~~ prepare routine legal forms, documents and minutes accurately, logically, neatly and concisely.

Ability to assist in the review and correlation of pertinent data in preparation for litigation, legislation, and other city processes.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, attorneys, and the general public.

Ability to establish and maintain a complete filing and records system which includes varied data of a legal and non-legal nature.

Ability to understand and follow complex oral and written instructions.

Ability to proficiently type at least 40 words per minute net after errors.

Skill in the operation of modern office equipment such as a personal computer, facsimile machine, photocopier, ~~office automation system,~~ and machine transcription unit.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent supplemented by business college courses in office technology with a legal focus; and considerable experience in performing clerical and secretarial duties as a principal secretary to a practicing attorney or similar experience.~~

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by business college courses in office technology with a legal focus; two years of experience in performing clerical, ~~and~~ secretarial, and/or legal assistance duties to a practicing attorney or in a related legal office capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~9/12~~7/17

PS0026

PARALEGAL

NATURE OF WORK

~~This is para-professional legal assistance work.~~

This is highly responsible, specialized work providing legal assistance to attorneys in the Law Department requiring thorough knowledge of legal terminology, court processes, discovery rules, ordinances, statutes, and regulations, confidentiality policies, and ethical considerations.

Work will include ~~involves~~ performing legal research, analyzing and compiling information, preparing drafts of legal documents, interviewing witnesses, and investigating cases. ~~and maintaining the law library.~~ General supervision is provided by an attorney or other administrative superior, with considerable latitude for exercising independent judgment permitted in areas not involved in legal decision making. Work is reviewed for ~~in the form of~~ accuracy, compliance with court and departmental policies and protocols, and results achieved.

EXAMPLES OF WORK PERFORMED

Researches and analyzes legal sources such as statutes, ordinances, judicial decisions, and administrative regulations (municipal, state, and federal). ~~constitutions, Federal and State regulations, etc.~~

Communicates with law enforcement on issues of false identity; ensures that citations and pleadings are accurately filed.

Performs preliminary factual research; coordinates the collection of hardcopy and/or electronically stored data~~Gathers and reviews data~~ required to prepare a variety of legal documents; assists in the preparation of routine legal documents such as pleadings, contracts and other documents; prepares correspondence and reports; reviews data for relevancy.

Communicates and takes statements, as necessary, from victims, witnesses, families, administrative and/or service agencies, law enforcement, and other involved parties; takes photographs for use in the preparation of cases; assists with walk-in and out-of-town criminal defendants on legal process questions; determines what reports, notes or further interviews are needed.~~Takes statements from witnesses and other involved parties; takes photographs for use in the preparation of cases; determines what reports, notes or further interviews are needed; interviews defendants who contact the Prosecution Division to discuss minor traffic infractions (i.e. parking, no valid registration, insurance, etc.); interviews defendants in Juvenile Court cases.~~

Contacts appropriate personnel or inquire on electronic resources to collect information from other city departments, Register of Deeds, County Assessor, and/or the private sector for information needed to initiate case files, prepare legal documents, respond to discovery, and/or complete investigations for review by attorney.~~Performs title research as required using information from the Register of Deeds, County Assessor or any other agency as may be appropriate.~~

Investigates and assembles documentation and evidence ~~related to assigned case; e.g. maintains a trial notebook;~~ assists attorneys in preparing for and conducting cases for trial; creates trial notebook; assists with the preparation of exhibits, instructions, briefs and other documents.

Obtains trial dates and times for court hearings and discovery; files pleadings and other court documents; tracks cases and hearing dates.

~~Assists attorneys in preparing for and conducting cases for trial; assists with the preparation of exhibits, instructions, briefs and other documents.~~

Maintains case files and electronic databases related to areas of responsibility by updating case information in the appropriate Law Department case management system~~; assists in maintaining the internal filing system of the Law Department~~.

Assists attorneys in the collection of information in preparation for taking depositions; reviews and summarizes depositions; prepares subpoenas; review complex medical records and other associated evidentiary documents; interprets, analyzes, and prepares summaries for attorney review. ~~taking, reviewing and summarizing depositions.~~

Prepares discovery productions for review by attorney; forwards to the appropriate recipient.

Receives and screens telephone calls from litigants, attorneys, judges, and other persons seeking information; answers routine questions concerning ordinances and related matters.

Issue legal holds as directed by an attorney.

~~Assists in maintaining legal library, both the printed and automated version; acts as liaison with publishing companies.~~

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

~~Considerable~~ Thorough knowledge of legal terminology; litigation procedure; jurisdiction of the various courts and their respective rules of procedure; and familiarity with legal drafting methods.

Considerable knowledge of hardware and software technology terminology as it relates to electronically stored information (ESI) in the context of e-Discovery for litigation and public record requests.

Considerable knowledge of the use of technology in document generation, case management systems, and litigation support/review softward applications; converting and/or scanning documents or photos to a variety of formats; and researching and obtaining information necessary to complete documents.

Considerable knowledge of the jurisdiction of the various courts and their respective rules.

Knowledge of legal research techniques, including ~~standard legal research methods and~~ computerized research methods ~~such as CD-ROM and Westlaw~~.

Ability to locate and interpret statutes, ordinances, judicial decisions, State and Federal laws and regulations and similar legal sources of law based on the context of legal issues presented.

Ability to identify facts/issues which may require further evaluation, and to prepare ~~routine~~ complex legal documents.

Ability to communicate effectively ~~with co-workers and the public, in person and telephonically~~orally and in writing.

Ability to establish and maintain effective working relationships with the public, co-workers, court staff and law enforcement officials.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective and efficient filing systems.

Skill in the operation of modern office equipment such as a personal ~~and~~ computer, facsimile machine, or photocopier ~~applications including word processing, case management, legal research and litigation support software~~.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from a senior high school or equivalent supplemented by an associate degree in paralegal studies or related field plus considerable experience as a paralegal, legal secretary or similar position.~~

MINIMUM QUALIFICATIONS

~~Graduation from a senior high school or equivalent~~ As associate degree in paralegal studies or related field plus four years of experience ~~assisting attorneys in organizing and preparing legal cases,~~ as a paralegal, legal secretary or similar position in a litigation practice or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

~~8/98~~7/17

PS0028

2.76.040 Definitions.

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

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

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

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

Board shall mean Personnel Board.

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

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

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

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

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

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

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

Director shall mean the Human Resources Director.

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

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

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

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

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

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

Original appointment shall mean appointment to a position in the city service of a person who is not a present employee of the city and who is not being reinstated from a re-employment list.

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

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

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

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

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

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

Promotion shall mean the movement of an employee from a position of one class to a position of another class having a higher maximum salary rate~~.~~ **for which a vacancy exists and is filled through a competitive process.**

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

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

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

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

Reemployment list shall mean a list of persons who have been but are no longer regular

employees in a particular class and who are entitled to have their names certified for appointment to a position in that class without examination.

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

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

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

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

Temporary employment shall mean:

(1) Employment in non-career service positions in the unclassified service, or

(2) Employment in career service positions for a specific purpose and limited length of time not to exceed one year.

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

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

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

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

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

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

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

Non-career service positions shall mean a temporary, seasonal, intermittent, full- or part-time position in the unclassified service. The term of employment in these positions will either be of a specific duration of time or for a specific purpose or on an as-needed basis. Re-muneration for employees in this category will be limited to pay for time actually worked with no eligibility for other employee benefits, except for police trainees and fire trainees who shall be eligible to participate in the group health and dental plans.

Excluded employee shall mean an employee who is not represented by a bargaining unit due to the confidential nature of work performed. Employees assigned to a pay range prefixed by the letter "E", "X", or "W" are considered to be "excluded".

2.76.370 Authorized Holidays.

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

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

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

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

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

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

(f) Personal Holiday hours may be taken in any increment for those employees with a pay range prefixed by "A", "C", "E", "N", "W", or "X".

(g) Whenever a holiday falls on a Sunday, the following Monday shall be considered a holiday; whenever a holiday falls on a Saturday, the preceding Friday shall be considered a holiday. Holidays which occur during a vacation, sick, funeral, or injury leave shall not be charged against that leave.