ORDINANCE NO. 25-71

AN ORDINANCE AMENDING ORDINANCE NO. 24-95 ESTABLISHING THE PAY AND BENEFITS FOR PART-TIME/INTERMITTENT, AND SEASONAL EMPLOYEES OF THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

WHEREAS, the City hires various part-time/intermittent and seasonal employees that can be divided into classifications, to wit: permanent part-time/intermittent and seasonal; and

WHEREAS, Section 155.09, Appointment Status, of the Codified Ordinances of the City of Delaware defines part-time employment, and Ordinance No. 18-111 established pay and benefits for various part-time employees of the City; and

WHEREAS, it is necessary to clarify the wages and benefits for each classification of part-time and intermittent, and seasonal employees.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. Ordinance No. 24-95 is hereby amended to read as follows:

A. Effective December 24, 2023 permanent part-time employees shall receive the following wages and benefits:

1. Wages. Permanent part-time/intermittent employees shall be paid on an hourly basis in accordance with the following table:
   (a) Employees hired before February 13, 2024 that are currently positioned on a step may continue to advance through the steps until they reach the midpoint. Once they reach the midpoint, they may continue to advance up to the maximum.
   (b) Employees hired or reclassified after February 13, 2024 will be placed within the range for their pay grade (minimum to maximum).
   (c) Movement within an employee's assigned pay grade (minimum to maximum) will be predicated on the merit incentive program effective February 13, 2024.
      i. The merit incentive program will be paused for the 2025 review year. Employees eligible for merit will receive the annual wage adjustment approved by council in section (d)(i), below, and may still be eligible for an additional adjustment as determined by the City Manager.
   (d) Employees who have been employed with the city for less

than one (1) year by the conclusion of the merit incentive program evaluation period still have their performance evaluated in accordance with the review cycle. Their increases will be based on the annual wage adjustment approved by Council and may still be eligible for an additional wage adjustment as determined by the city manager.

i. For the 2025 review cycle, the annual wage adjustment is 3.5% provided that the employee receives an "achieves performance standards rating."

(e) Employees hired after October 1 will remain at their current step for the following calendar year, unless otherwise authorized by the City Manager.

(f) When an employee reaches the maximum of their assigned pay grade, they will receive their merit pay in the form of a lump sum payment.

(g) The City Manager or designee reserves the right to allow eligible employees to exceed the maximum wage of their respective range.

Employees hired prior to February 13, 2024

Pay Grade	Step 1 (MIN)	Step 2	Step 3	Step 4	Step 5 (MID)	MAX
PT1	$17.48	$18.18	$18.91	$19.67	$20.45	$21.85
PT2	$18.35	$19.08	$19.84	$20.64	$21.46	$22.93
PT3	$19.07	$19.83	$20.63	$21.45	$22.31	$23.76
PT4	$20.82	$21.65	$22.52	$23.42	$24.36	$25.95
PT5	$21.93	$22.81	$23.72	$24.67	$25.66	$26.76
PT6	$22.94	$23.86	$24.81	$25.81	$26.84	$27.99

Employees hired after February 13, 2024

Pay Grade	Minimum	Maximum
01PT	$17.48	$21.85
02PT	$18.35	$22.93
03PT	$19.07	$23.76
04PT	$20.82	$25.95
05PT	$21.93	$26.76
06PT	$22.94	$27.99

PAY GRADE	**POSITION**
PT1/01PT	Recreation Center Attendant
PT2/02PT	Senior Program Coordinator
PT3/03PT	Clerical Specialist

PT4/04PT	Records Clerk, Laborer, Help-Desk Technician, Facility Maintenance Technician I, Financial Specialist, Mechanic, Law Clerk
PT5/05PT	Parking Control Officer, Support Services Aide
PT6/06PT	Victims Advocate

For permanent part-time positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent full-time position or a pay rate established by the city manager.

2. Benefits. Benefits for permanent part-time are as follows:
   (a) Employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period. Universal leave may only be used when an employee is scheduled to work.
   (b) Upon separation or termination of employment with the City, employees will not receive pay-out for any leave accumulated.
   (c) The probationary period for a permanent part-time employee shall be six (6) months from date of hire.
   (d) If an employee becomes full-time with the city, the universal leave will carry over to full-time employment. there is no expiration date by which universal leave must be utilized. universal leave will not be cashed out upon separation or termination of employment.
   (e) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day, and Thanksgiving. Holiday Pay is defined as one- and one-half times the employee's regular hourly rate.
   (f) Permanent part-time employees will work fewer than 30 hours in any workweek.
   (g) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.
   (h) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be $60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits are non-transferable.
   (i) Permanent part-time mechanic employees shall be provided with $500 annual stipend payable in two $250

installments, the first pay of January and July, as compensation for the use of their tools in the performance of their respective duties. Employees who separate employment before completing their probationary period will be required to repay any portion of the stipend they received. This would be deducted from the employee's final paycheck.

(j) Where necessary, certain permanent part-time positions will be provided with uniforms and/or personal protective equipment deemed necessary to safely perform job duties.

i. The cost of which shall not exceed the annual stipend permitted by labor agreement for similarly situated employees.

B. Effective December 25, 2023 permanent part-time firefighters shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	POSITION	WAGE PER HOUR
PTFF1	Firefighter/EMT	18.28
PTFF2	Firefighter/Paramedic	19.24

1. Benefits. Benefits for permanent part-time firefighters are as follows:

(a) Employees will accrue universal leave on a prorated basis of 3 hours for every forty-eight hours worked in a pay period.

(b) Upon separation or termination of employment with the city, employees will not receive pay-out for any leave accumulated.

(c) If an employee becomes full-time with the city, the universal leave will carry over to full-time employment. there is no expiration date by which universal leave must be utilized. universal leave will not be cashed out upon separation or termination of employment.

(d) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day, and Thanksgiving. Holiday pay is defined as one- and one-half times the employee's regular hourly rate.

(e) The City will provide $10,000 of life insurance.

(f) Permanent part-time firefighters may not exceed 1,500 hours worked in a calendar year.

(g) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 212 hours in any 28-day pay cycle shall be compensated for a rate of time and one half.

(h) The employee will be responsible for payment of the employee contribution for social security withholdings.

(g) Employees shall receive a Parks and Recreation Credit to be

applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be $60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits are non-transferable.

C. Effective **December 21, 2025** seasonal employees shall receive the following wages and benefits:

1. Wages. Seasonal employees shall be paid on an hourly basis in accordance with the following table:

Pay Grade	Position	Step 1	Step 2	Step 3
CA	Cashier	$12.81	$13.39	$13.97
LG	Lifeguard	$13.97	$15.13	$16.30
CC	Camp Counselor	$13.97	$15.13	$16.30
LB	Laborer	$15.13	$16.30	$17.46
PCI	Program Coordinator I	$15.13	$16.30	$17.46
WSI	Safety Instructor Rate Differential	$3.00	$3.00	$3.00
GCA	Golf Course Attendant	$16.30	$17.46	$18.63
ACC	Aquatics Crew Chief	$17.46	$18.04	$18.63
CCC	Front Desk/Concession Crew Chief	$17.46	$18.04	$18.63
PCII	Program Coordinator II	$17.46	$18.04	$18.63
INT	Intern	$17.46	$18.04	$18.63
LCT	Lawn Care Technician	$18.00	$20.00	$22.00
AAD	Assistant Aquatics Director	$19.79	$21.54	$23.28
ACD	Assistant Camp Director	$19.79	$21.54	$23.28
AD	Aquatics Director	$23.28	$25.62	$29.11
CD	Camp Director	$23.28	$25.62	$29.11

Pay Grade	DARTS Swimming & Diving	
HSC	Head Senior Swim Coach	$20.80
HJC	Head Junior Swim Coach	$19.24
HDC	Head Diving Coach	$17.68

For seasonal positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent permanent full-time position or a pay rate established by the City Manager.

2. Benefits. Seasonal employees are not eligible for benefits, except the following:

(a) The employee shall be responsible for payment of the

employee contribution for the State of Ohio Retirement System.

D**.** Effective December 24, 2023, intermittent employees shall receive the following wage and benefits. An intermittent employee is one who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable. Such employees are called to work on an as-needed basis.

1. Wages: intermittent employees will receive the same hourly rate as a seasonal or PPT employee, as specified above in sections (A) and (C) for the position held.

2. Benefits. Intermittent employees are not eligible for benefits, except for the following:

   (a) the employee shall be responsible for payment of the employee contribution to the state of Ohio retirement system.

SECTION 2. Existing Ordinance No. 24-56 is hereby repealed.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 4. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary to provide for the usual daily operation of a department or an office of the City. The emergency clause is required to enact the changes effective on December 21, 2025, which coincides with the new calendar year and the effective date of the management pay plan for 2026 and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION: YEAS 6 NAYS 0
ABSTAIN 0

EMERGENCY CLAUSE: YEAS 7 NAYS 0
ABSTAIN 0

PASSED: November 24, 2025 YEAS 7 NAYS 0
ABSTAIN 0

ATTEST: Sarah Ramos
CITY CLERK

Cindy Kay Rugh
MAYOR