

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 210-24

AN ORDINANCE

amending Chapter 19 of the City Code as it relates to personnel policies, procedures, rules and regulations; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated in this section:

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Unclassified service. The following offices and positions are in the unclassified service: All department heads; all assistant department heads; deputy city manager; assistant city manager; deputy city counselor; prosecutor; assistant city counselor; internal auditor; sustainability manager; assistant fire chief; deputy fire chief; assistant police chief; deputy police chief; deputy city clerk; city management fellowship; ~~trust administrator~~; cultural affairs manager; municipal court administrator; deputy court administrator; engagement and public communications manager; customer service manager; diversity, equity and inclusion administrator; creative services and marketing manager; assistant to the city manager; administrative services manager; constituent services and legislative affairs administrator; engagement coordinator; violence prevention administrator.

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Sec. 19-84. Promotions, reassignments, market adjustments, transfers and demotions.

(a) *Promotion.* When an employee is promoted, the employee's base rate of pay shall be increased by ten (10) percent or the minimum of the new pay grade, whichever is greater, except as unusual circumstances may justify otherwise, with recommendation by

the department director and written approval of the director. A supervisory employee promotion shall receive a one-time pay adjustment that is five (5) percent greater than the highest paid subordinate's base pay.

(b) *Upward reassignment.* When an employee's position is reassigned to a classification in a higher pay grade, the employee's base rate of pay shall be increased by five (5) percent or the minimum of the new pay grade, whichever is greater. A supervisory employee reassignment shall receive a one-time pay adjustment that is five (5) percent greater than the highest paid subordinate's base pay.

(c) *Downward reassignment.* When an employee's position is reassigned to a classification in a lower pay grade, the employee's base rate of pay shall not be lowered. If, after reassignment, the employee's base rate of pay is higher than the maximum for the pay grade, the employee's base rate of pay shall remain unchanged and shall not be increased before the maximum for the pay grade is increased to exceed the employee's base rate of pay.

(d) *Market adjustments.* The director generally, as part of the budget process, will compare current employee pay levels to the market and make recommendations to the city manager.

(e) *Transfers.* When an employee is transferred to another position in the same pay grade, the employee shall not be eligible for a pay increase.

(f) *Demotions.* When an employee is demoted to a previously held position, the employee's rate of pay shall be lowered to the original rate of pay of the previously held position. Any across the board or performance increases received after leaving the previously held position shall be adjusted based on the rate of pay for the original position.

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Sec. 19-99. Temporary assignment pay and educational incentives.

(a) *Temporary assignment pay.* Employees in the following temporary assignments are eligible for assignment pay or reimbursement as follows:

- (1) Police field training officers shall be paid five (5) percent above the employee's present base rate only for the hours while so assigned. All police field training officers shall be qualified for the temporary assignment (as determined by proficiency examination or by the judgment of the department head, considering such characteristics as the individual's training, experience, education, reliability and total work performance record). The assignment may be ended at any time.
- (2) Commercial ~~Drivers~~ Driver's License (CDL) examiners. Certified CDL examiners shall be paid two and one-half (2.5) percent above the employee's

present base rate while serving as an examiner for the city. Any certified CDL examiner designated to serve as examiner coordinator of the city's third-party ~~third party~~ examiner program shall be paid an additional two and one-half (2.5) percent while serving as the examiner coordinator. These assignments may be ended at any time.

- (3) Commercial Driver's License (CDL) behind-the-wheel trainers as designated by their department director and approved by the director shall be paid two and one-half (2.5) percent above the employee's present base rate only for the hours while serving as a behind-the-wheel CDL trainer for the city.

(b) *Educational incentives.* All educational incentives that affect employee pay shall be approved in advance by the city manager and director. The following have been approved:

- (1) The fire chief, contingent upon appropriate budgetary allocations, may pay fire department emergency service employees two and one-half (2.5) percent above the employee's present base rate of pay as long as the employee is a certified paramedic meeting all the requirements of the fire chief.
- (2) The public works director, contingent upon appropriate budgetary allocations, may pay designated permanent classified employees assigned to the street division an additional fifty cents (\$0.50) per hour above the employee's base rate as long as the employee has a commercial driver's license and a hazardous materials endorsement.
- (3) The city utilities director, contingent upon appropriate budgetary allocations, may pay permanent employees in the water distribution operator I classification, assigned to water distribution, an additional seventy-five cents (\$0.75) per hour above the employee's base rate as long as the employee has a water distribution system operator III certification.

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SECTION 2. Chapter 19 of the Code of Ordinances of the City of Columbia, Missouri, is hereby further amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 19-110. General benefits.

(a) *Employee health care plan.* The city shall pay into the employee benefit fund ~~six hundred eight dollars and fifty-one cents (\$608.51)~~ six hundred forty dollars and sixty-one cents (\$640.61) per month for the cost of medical employee health care plan coverage, and thirty-three dollars and sixty cents (\$33.60) per month for the cost of employee dental plan coverage, for each eligible permanent employee and each eligible

employee otherwise required to be covered by the city who participates in the plan. The city shall pay a portion of dependent care coverage for those eligible permanent employees who elect to purchase dependent health plan coverage under the city plan, subject to the following maximum amounts:

Employee + Spouse	\$777.78 <u>843.66</u>
Employee + Child(ren)	719.07 <u>772.76</u>
Employee + Family	976.24 <u>1,070.13</u>

These payments by the city shall begin when the employee becomes an eligible employee under the health care plan and end at the date of the employee's termination of employment with the city. Employees choosing not to participate in the health care plan or dental plan or both shall not be entitled to receive the amount the city would have contributed toward the cost of such employees' health care plan and dental plan coverage.

The city shall contribute one hundred twenty-five dollars (\$125.00) per month to the health savings account of each eligible employee with single coverage under the city's high deductible health plan and two hundred fifty dollars (\$250.00) per month to the health savings account of each eligible employee with single plus spouse, single plus children or full family coverage under the city's high deductible health plan.

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SECTION 3. Section 1 of this ordinance shall be effective as of October 1, 2024 and Section 2 of this ordinance shall be effective as January 1, 2025.

PASSED this _____ day of _____, 2024.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor