

**ORDINANCE NO. 2714-2013  
FIRE MANAGEMENT COMPENSATION PLAN**

**Amended by:**

<b>Ordinance No. 0565-2015</b>	<b>Passed March 9, 2015</b>
<b>Ordinance No. 0693-2016</b>	<b>Passed March 14, 2016</b>
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<b>Ordinance No. 2150-2017</b>	<b>Passed July 31, 2017</b>
<b>Ordinance No. 2184-2017</b>	<b>Passed September 18, 2017</b>
<b>Ordinance No. 0843-2017</b>	<b>Passed March 26, 2018</b>
<b>Ordinance No. 2124-2019</b>	<b>Passed July 29, 2019</b>
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<b>Ordinance No. 0170-2022</b>	<b>Passed January 31, 2022</b>
<b>Ordinance No. 0518-2022</b>	<b>Passed February 28, 2022</b>
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<b>Ordinance No. 1519-2022</b>	<b>Passed June 6, 2022</b>
<b>Ordinance No. 2443-2022 &amp; Ordinance No. 2502-2022</b>	<b>Passed September 19, 2022</b>
<b>Ordinance No. 0695-2023</b>	<b>Passed April 3, 2023</b>
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<b>Ordinance No. 0714-2024</b>	<b>Passed March 18, 2024</b>

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**SECTION 1. SHORT TITLE.**

That this Ordinance shall be known as "The Fire Management Compensation Plan." This Council does hereby direct that each of the following sections and subsections shall be considered separate and distinct sections for the purpose of this Ordinance. The provisions of the Ordinance shall become effective January 1, 2014, unless otherwise specified.

**SECTION 2. TABLE OF CONTENTS.**

The following Table of Contents is intended for convenient use of and reference to this Management Compensation Plan and these sections and subsection headings do not constitute any part of the law contained herein.

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**SECTION 3. DEFINITIONS.**

**Appointing Authority** - Director of Public Safety.

**Appointment** - The designation of a person, by due authority, to become an employee in the position, and his/her induction into employment in such position.

**Calendar Month** - From the first day to and including the last day of any one of the twelve (12) calendar months.

**Class** - A group of positions with the same descriptive title having similar duties and responsibilities and requiring similar qualifications and which can be distinguished from other groups of positions.

**Classified Service** - All positions and employment not specifically included by provisions of the City Charter as being in the unclassified service.

**COBRA (Consolidated Omnibus Budget Recovery Act)** – Requires group health continuation coverage to be offered to qualifying covered employees, their spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain specific qualifying events as defined under COBRA. The premium and allowable administrative costs of COBRA continuation of group health coverage is at the expense of the employee or family member who elects such coverage.

**Continuous Service** - An employee's length of service in the full-time employment of the City uninterrupted by resignation, retirement, discharge for cause, or a layoff of more than three hundred sixty-five (365) days. Resignation to immediately accept another position in the employ of the City shall not be considered an interruption in continuous service. If an employee retires as a result of a permanent disability and subsequently returns to employment in the Division of Fire, the employee shall not be considered to have had a break in continuous service. However, the period during which the employee was retired shall not be counted in the calculation of continuous service. This definition of continuous service shall not apply to employees on board as of May 31, 1987 who, prior to such date, enjoyed multiple periods of continuous service with the City interrupted by events, which would constitute a break in service under this definition. In such cases, all service in the full-time employment with the City shall continue to count in the calculation of the employee's continuous service.

**Days** - Any reference to "days", unless otherwise specified, refers to calendar days.

**Demotion** - A change of an employee from a position of one class to a position of a different class having a lower maximum rate of pay.

**Employee/Employees** - As used in this Ordinance means only those employees in the classified service of the classification of Fire Chief and Assistant Fire Chief.

**Full-Time Status** - Employment which requires service to be performed in accordance with an established scheduled working time, such schedule to be based upon not less than eighty (80) hours per fourteen (14) consecutive calendar days.

**Gender** - Every pronoun includes corresponding pronouns of different genders or numbers or both, to the extent the context permits.

**Immediate Family** - Includes spouse, domestic partner provided the terms of Ordinance No. 1077-2010, as amended, are met, son, daughter, brother, sister, parent, grandchild, grandparent, father or mother-in-law, son or daughter-in-law, brother or sister-in-law, grandparent-in-law, step-mother or step-father, step-brother or sister, step-son or daughter, half-brother or sister, and legal guardian or other person who stands in the place of a parent. [Note: This definition does not apply to the Family and Medical Leave Act or Paid Family Leave.]

**Paid Status** - Shall include compensation received for work performed and when on authorized leave with pay.

**Payperiod** - A two (2) week period beginning at 08:00 a.m. on a Sunday and ending on the second Saturday thereafter at 07:59 a.m.

**Pay Plan** - A schedule of compensation rates established for the position of Fire Chief and Assistant Fire Chief in the Division of Fire.

**Pay Grade** - The hourly pay grades established for a class.

**Position** - Any office, employment or job calling for the performance of certain duties and the exercise of certain responsibilities by one individual. A position may be vacant or occupied full-time.

**Promotion** - A change from a position in one class to a position in a different class having a higher maximum rate of pay.

**Reappointment** - An appointment from an eligible list of a person, whose name has been restored to said list, said person previously having permanent status and separated from the City in good standing.

**Reemployment** - Return to duty of a person who is laid-off on account of lack of work or lack of funds.

**Resignation** - The voluntary termination of employment by an employee.

**Service Credit Year** - The service credit year shall commence with the beginning date of the 26th payperiod of each fiscal year and shall end as of the last day of the 25th payperiod of the following fiscal year.

**Workday** - An eight (8) hour shift, constituting a forty (40) hour week.

**SECTION 4. EXECUTIVE FIRE PAY PLAN.**

(A) The following compensation structure is hereby established as the "Executive Pay Plan" and is to be applied to the positions indicated below:

<u>Class Title</u>	<u>Pay Period</u>	<u>Pay Range</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Fire Assistant	Hourly (40)	6F	\$59.66	\$74.57	\$89.48
Chief	Annually		\$124,093	\$155,106	\$186,118
Fire Chief	Hourly (40)	7F	\$74.47	\$93.07	\$111.69
	Annually		\$154,898	\$193,586	\$232,315

The hourly rates set forth under this Section, for employment based on a forty (40) hour workweek, shall be used for the payment of salaries for the hours actually worked.

The City Auditor is authorized and directed to make retroactive payment of wages for the positions of Fire Chief and Fire Assistant Chief as determined by the Director of Public Safety and approved by the Director of Human Resources. The pay rate, in any amount, and retroactive effective date must be certified by the Director of Public Safety to the City Auditor and Civil Service Commission Executive Director.

(B) Employee's Contribution to Pension Fund.

- (1) The entire employee contribution shall be paid by the employee.
- (2) The provisions of Paragraph (1) of this Subsection (B) shall apply uniformly to the employees covered by this Ordinance, and no employee shall have the option to elect a wage increase or other benefit in lieu of the payment provided for therein. The City shall, in reporting and making remittance to the Fund, report that each employee's contribution has been made as provided by Statute.

Any sum paid hereunder by the City on behalf of the employee, is not to be considered additional salary or wages and shall not be treated as increased compensation. For purposes of computing the employee's earnings, or basis of his/her contribution to the Fund any amount paid by the City on behalf of the employee as a portion of his/her statutory obligation, is intended to be and shall be considered as having been paid by the employee in fulfillment of his/her statutory obligation.

- (3) For purposes of this Subsection (B), the term "earned compensation" shall mean any and all monies paid to an employee by the City of Columbus, for

which there is a pension contribution, under or pursuant to any provision of this Ordinance and without regard to the date, time, or payperiod in which the original obligation for such payment may have occurred. However, it shall not include monies paid as and for uniform allowance as provided in Subsection 6(A) and (B) of this Ordinance.

**SECTION 5. PAYPERIOD AND PAYROLL DEDUCTIONS.**

- (A) Uniformed ranks of the Division of Fire whose salaries are provided by this Ordinance shall be paid on a bi-weekly basis (or payperiod); except where this would be in conflict with other official regulatory provisions.
- (B) The City will deduct from an employee's payroll check, upon authorization by the employee, amounts payable to causes or organizations as is currently in effect or as may be modified in the future upon approval by the City Auditor. Payroll deductions shall be governed by the ability of the City's payroll system to handle them.

**SECTION 6. TITLES USED AND PAY RANGES APPLIED TO CLASSES.**

The meanings of the position titles used herein shall be defined by specifications contained in the Position Classification Plan, of which an official copy shall be maintained in the offices of the Civil Service Commission. The following is a list of executive Fire uniformed classifications:

<b><u>Ordinance Section</u></b>	<b><u>Class Code</u></b>	<b><u>Class Title</u></b>	<b><u>Range No.</u></b>
F027	3086	Fire Assistant Chief	6F
F045	3089	Fire Chief	7F

**SECTION 7. ADDITIONAL ALLOWANCES.**

In addition to the compensation provided in Section 4 of this Ordinance additional allowances are provided as follows:

- (A) Clothing Maintenance Allowance.

Employees shall be paid a clothing maintenance allowance of \$1,175 each calendar year to be paid in January of each year. A voucher system shall be established by the Division to replace required clothing that is worn or damaged.

(B) Service Credit.

- (1) The Service Credit year shall commence with the beginning date of the 26th payperiod of each payroll year and shall end as of the last day of the 25th payperiod of the following year.
- (2) Payment is based upon total years of City service computed as of the closing date of the 25th payperiod of each payroll year.
- (3) Payment for service credit shall be made prior to December 31 of each calendar year.
- (4) Upon termination for any reason, employees who are eligible for service credit pay will be paid as part of their terminal pay, the final partial-year service credit on a pro-rated basis. In the event of death, payment will be made to the surviving spouse or estate if there is no surviving spouse.
- (5) Service Credit payments shall be paid as outlined below:

Fire Assistant Chief

Over 8 years of service	\$1,400 - \$53.85 per completed payperiod.
Over 14 years of service	\$1,600 - \$61.54 per completed payperiod.
Over 20 years of service	\$1,900 - \$73.08 per completed payperiod.

Fire Chief

Over 8 years of service	\$1,625 - \$62.50 per completed payperiod.
Over 14 years of service	\$1,875 - \$72.12 per completed payperiod.
Over 20 years of service	\$2,175 - \$83.65 per completed payperiod.

(C) Retention of Badges and Helmets Upon Retirement.

Upon request, at retirement, an employee may retain his/her Division badge and helmet. An employee who dies prior to retirement, upon request by the employee's spouse, shall retain his/her Division badge and helmet.

(D) Professional Time.

- (1) Each January each employee shall receive fifty (50) hours of professional time. In the event an individual is promoted to the classification of Fire Assistant Chief after January 1 of a given year, said Fire Assistant Chief



shall be entitled to professional time on the prorated basis of 1.923 hours based on completed pay periods remaining in the year of appointment.

- (2) Professional time may be taken in increments of one (1) hour or more and must be approved by the Director of Public Safety.
- (3) Any unused professional time to an employee's credit at the close of business on the last day of the first payperiod that ends in the month of January shall be paid to the employee at the employee's forty (40) hour hourly rate in effect at that time. The City Auditor shall make such payment within a reasonable period following said payperiod.
- (4) Upon termination for any reason, employees will be paid as part of their terminal pay for all unused professional time hours at the employee's forty (40) hour hourly rate in effect at the time of separation. In the event of death, payment will be made to the surviving spouse or estate if there is no surviving spouse.

#### **SECTION 8. SALARY ADMINISTRATION.**

- (A) Salaries shall be set for the Fire Chief and Fire Assistant Chief within the discretion of the Director of Public Safety, considering the employee's performance, skills, experience and other qualifications as determined appropriate by the Director of Public Safety. The Director of Human Resources, in cooperation with the Director of Public Safety, will develop guidelines for administration of the Executive Fire Pay Plan. Subject to City Council appropriation, the Finance and Management Director will determine and establish available monies for salary increases.
- (B) Pay progression within Range 6F and 5F shall be set within the discretion of the Director of Public Safety considering the employee's performance, skills, experience and other qualifications as determined in the guidelines developed by the Director of Human Resources in cooperation with the Director of Public Safety. Pay considerations will be made on an annual basis.
- (C) The Director of Public Safety may authorize an annual lump sum payment, not to exceed two percent (2%) of annual salary, to employees for outstanding performance with the approval of the Director of Human Resources.
- (D) The rate of pay for employees affected by the personnel actions listed below shall be as follows:
  - (1) Demotion. Whenever an employee is demoted for disciplinary reasons, he/she shall be paid at an hourly rate as determined by the Director of Public Safety.

- (2) Reappointment. Whenever an employee is reappointed to a position in a class where he/she previously held permanent status, his/her rate of pay shall be the rate at which he/she was paid at the time of his/her separation.
  - (3) Reemployment. Whenever an employee is reemployed, his/her rate of pay shall be the rate at which he/she was paid at the time of his layoff.
  - (4) Return from Military Leave. Whenever an employee returns from military leave, he/she shall be restored to his/her former position at the step which corresponds to the step he/she received at the time of his/her departure and in addition, shall be granted any increases to which he/she would have been entitled had he/she not entered military service.
- (E) Salary as provided by this Ordinance is fixed on the basis of full-time service in full-time positions.
- (F) The Civil Service Commission is prohibited from certifying any payroll or paying any pay rate based on the assignment of any class to a pay range not specifically authorized by City Council. The City Auditor is hereby prohibited from paying any salary or compensation to any person holding a position in the classified service unless the payroll or account for any salary or compensation shall bear the certificate of the Civil Service Commission and/or paying any pay rate based on the assignment of any class to a pay range not specifically authorized by City Council.
- (G) If a Fire Assistant Chief is required to perform the duties of the Fire Chief for eight (8) or more consecutive hours, he/she shall be paid at the wage rate of the Fire Chief for all hours during which he performs such duties.

## **SECTION 9. INSURANCE.**

- (A) Health Insurance. The City shall continue to provide comprehensive major medical, dental, vision care, life insurance and prescription drug benefits for all full-time employees as are now in effect, with modifications as detailed below, for both the employee and family coverage. Employees shall become eligible for such benefits on the first of the month following their hire date. If hired on the first day of the first month, the employee's coverage will begin immediately. This coverage shall also comply with all pertinent state and federal statutes, including the Health Insurance Portability and Accountability Act (HIPAA) and the Newborns' and Mothers' Health Protection Act (NMHPA) of 1996.

(B) Comprehensive Major Medical.

- (1) If the employee and/or dependent receives services from a preferred provider (PPO), reimbursements will be at an eighty/twenty percent (80/20%) co-insurance and will be subject to single and family deductible and out-of-pocket maximums listed in Table 1. Deductibles, Out-of-Pocket Maximums and visit limits will fully reset on January 1 of each year.
- (2) If a preferred provider is not used, coinsurance will be reduced to sixty/forty percent (60/40%) of one hundred forty percent (140%) of the published reimbursement rates allowed by Medicare and subject to the single and family deductibles and out-of-pocket maximums listed in Appendix F. Any network modifications made by the plan administrator will apply.

Deductibles, Out-of-Pocket Maximums and visit limits will fully reset on January 1 of each year.

- (3) Physician office visits will be subject to co-payments per in-network primary care physician visits listed in Table 1. Eligible services, which shall include diagnostic, surgical and/or specialty services provided in the network physician's office and billed by that office shall be covered at one hundred percent (100%) after office visit co-payment.
- (4) The office co-payment does not apply to the annual deductible, however, office co-payments will apply to the annual out-of-pocket maximum. Care rendered by non-network providers shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Section 16(B)(1) and 16(B)(2), and a twenty percent (20%) penalty.
- (5) Pursuant to the NMHPA, all inpatient and outpatient treatment for psychiatric and/or alcohol or drug treatment (substance abuse) services will not be subject to treatment limits and will be covered as standard medical treatment. Coverage is subject to deductible, co-insurance, and out-of-pocket maximums.
- (6) In-Patient Hospital Coverage. After satisfying the annual deductible, the plan pays eighty percent (80%) of reasonable charges for a semi-private room and ancillary services for medical stays at an in-network hospital. Once out-of-pocket expenses and reasonable charge provisions have been met, the plan will reimburse the hospital at one hundred percent (100%) for covered services.

For utilization at a non-network hospital, an additional twenty percent (20%) penalty and any excess charges above reasonable rates are the employee's responsibility. Any charges for medically unnecessary care,

non-covered services or charges beyond plan limitations are the employee's responsibility.

The Healthcare Plan will require "medical necessity" for all services.

- (7) In accordance with the Patient Protection and Affordable Care Act of 2010, insured members are eligible to receive certain preventive care services, based upon age, gender and other factors, without cost-sharing (co-payments, co-insurance and deductibles). These preventive services must be provided by doctors and health care professionals within the City's plan provider network. The preventive health services that must be covered without cost-sharing requirements are those based on the requirements stated below:
- (a) Evidence-based items or services that have in effect a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force (USPSTF), including certain preventive care for women, such as mammograms, cervical cancer screenings and prenatal care;
  - (b) Immunizations for routine use in children, adolescents and adults that are currently recommended by the Centers for Disease Control and Prevention (CDC) and included on the CDC's immunization schedules;
  - (c) Strong scientific evidence-informed preventive care and screenings for infants, children and adolescents, as provided for in the Health Resources and Services Administration (HRSA) guidelines; and
  - (d) As noted above, a set of additional scientific evidence-based preventive services for women recommended by the Institute of Medicine and supported by HRSA.

Preventive services that are excluded from the above agencies' recommended lists shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Sections 16(B)(1) and 16(B)(2).

Preventive services rendered by non-network providers shall be subject to the annual deductible, co-insurance, and out-of-pocket maximum as specified in Table 1.

Insured members should contact the City's health plan administrator prior to obtaining preventive services for determination of preventive services coverage.

In addition to the preventive services provided for under the ACA, the City shall maintain preventive coverage and limits for the following services:

- a) Provide coverage for an annual (one (1) per calendar year) routine prostate/colon rectal cancer tests for men age 40 and over.
- b) For men age 40 and over, an annual (one per calendar year) PSA blood test will be covered.
- c) Provide coverage for one (1) baseline mammogram for women 35-39 years old.

(8) An emergency room visit will be subject to a seventy-five-dollar (\$75.00) co-payment per visit. If admitted, the co-payment will be waived. An urgent care visit will be subject to a thirty-dollar (\$30.00) co-payment per visit.

(9) Miscellaneous benefits with specified limits:

Physical therapy, occupational therapy, and/or chiropractic visits will be covered up to a combined annual maximum for thirty (30) visits per person, based on medical necessity.

Prescription drug deductible charges are not payable under this medical provision.

The City will provide the following minimum coverage for maternity benefits: At least forty-eight (48) hours of inpatient hospital care following a normal vaginal delivery; and at least ninety-six (96) hours of inpatient hospital care following a caesarean section and physician-directed aftercare. These minimum stay requirements are not applicable if the mother and her health care provider mutually agree that the mother and her child may be discharged earlier.

A weight loss schedule is limited to examination charges only. Food supplements in the treatment of obesity are excluded.

(C) Prescription Drugs. The City will provide a prescription drug coverage plan that provides for the use of a formulary, step therapy, quantity level limits, exclusions and prior authorization.

(1) CO-PAYMENTS AND OUT-OF-POCKET MAXIMUMS

The employee shall be responsible for a five-dollar (\$5.00) co-payment for a Tier 1 drug. For a Tier 2 drug, the co-payment is fifteen dollars (\$15.00). For a Tier 3 drug, or if a prescription is written "dispense as written" and a lower tier drug exists, the co-payment is thirty dollars (\$30.00). The annual

out-of-pocket maximum per single contract per year will be two thousand dollars (\$2000.00). The annual out-of-pocket maximum per family contract per year will be four thousand dollars (\$4000.00).

(2) MAIL ORDER

Mail order prescription drugs will be limited to a thirty (30) day minimum and a ninety (90) day maximum supply. The out-of-pocket maximum for prescription drugs filled through mail order will be the same as described in Section 16(C)(1). Under the mail order program, the employee shall be responsible for a twelve dollars and fifty cents (\$12.50) co-payment for a Tier 1 drug. For a Tier 2 drug, the co-payment is twenty-five dollars (\$25.00). For a Tier 3 drug, or the prescription is written "dispense as written" and a generic equivalent exists, the co-payment is sixty dollars (\$60.00).

Maintenance drugs may be obtained through the mail order program. The original prescription with no refills may be purchased locally and subsequent refills may use the mail order program.

The prescription drug program will include prior authorization requirements for certain types of drugs. Some drugs will require the employee and/or dependent to undergo step therapy (trial of a lower cost drug before a higher cost drug is covered). The prescription drug program administrator will determine which drugs require prior authorization and/or step therapy.

(3) The City's prescription drug coverage plan will include the following clinical programs:

(a) Formulary.  
Tier changes to the formulary will happen once per year, customarily in January.

(b) Exclusions.  
Under the exclusion program prescription drugs may be excluded from the formulary only if an equivalent generic or therapeutically equivalent prescription drug remains available on the formulary or over-the-counter.

(c) Prior Authorization.  
Prior authorization (PA) requires your doctor to explain why you are taking a medication to determine if it will be covered under the pharmacy benefit.

(d) Step Therapy.

Trial of a lower cost drug before a higher cost drug is covered.

(e) Specialty Pharmacy.

The City's Pharmacy Benefits Manager (PBM) will determine which drugs are included in any or all of these clinical programs and the applicable quantity level limits subject to the restrictions noted above.

(4) SERVICES NOT COVERED

- Experimental drugs.
- Drugs that may be dispensed without prescription.
- Non-prescription items.
- Medications which are covered under the terms of any other employer, sponsored group plan, or for which the individual is entitled to receive reimbursement under Workers' Compensation or any other Federal, State or Local governmental program.
- Immunization Agents (except as provided in Section 16(B)(7)(b)).
- Drugs deemed not medically necessary.
- Administration of prescription drugs.
- Any prescription refill in excess of the number specified by the physician, or any refill dispensed after one year from date of the physician's original order.
- Medication taken by, or administered to, the individual while a patient is in a licensed hospital, extended care facility, nursing home or similar institution which operates, or allows to be operated, on its premises, a facility for dispensing drugs.
- Anti-obesity drugs.
- Dietary and food supplements.

(5) DISPENSING LIMITATION

Each retail prescription may be filled up to a maximum of a thirty (30) day supply and a maximum of a ninety (90) day supply for mail order.

(6) MISUSE OF PRESCRIPTION DRUG PROGRAM

Control Drug Management Program. The City's prescription drug program administrator will review prescriptions to assess whether abuse of narcotics and similar drugs may be occurring and will follow up with prescribing physicians as appropriate to further evaluate any suspected instances of abuse.

Misuse or abuse of the prescription drug program, verified by the appropriate law enforcement agency, shall result in suspension of the

employee’s prescription drug card for a period of twelve (12) months. As used herein, verification of misuse or abuse of the prescription drug program occurs when the appropriate law enforcement agency files criminal charges against the employee or dependent, or refers (diverts) the employee or dependent to a counseling and rehabilitation program in lieu of criminal charges. If the employee/dependent is found not guilty, the prescription drug card shall be reinstated.

- (D) High Deductible Health Plan/Health Savings Account Design Option. Effective for the plan year beginning January 1, 2023, the City shall offer a non-mandatory HDHP to all benefit eligible employees. The plan will be based on the medical plan coverage design, except as follows:

Benefit Deductible	Single	Family
In-Network	\$1500	\$3000
Non-Network	\$3000	\$6000
Out of Pocket Maximum		
In-Network	\$3000	\$6000
Non-Network	\$6000	\$9000

If more than one person in a family is covered under the policy, the single deductible and out-of-pocket limit does not apply. The HDHP has a combined Medical and Pharmacy Deductible and Out of Pocket Maximum and the Out-of-Pocket Maximum includes Deductible and Coinsurance for both Medical and Pharmacy Claims. After the deductible is met, both Medical and Pharmacy claims are paid at the coinsurance level until the Out of Pocket Maximum is met.

During each plan year, the annual deductibles and out-of-pocket maximums will be increased if and to the extent necessary to maintain the option’s status as a high deductible health plan under the Internal Revenue Code.

For each employee that elects HDHP coverage the City shall contribute into an employee established health savings account at a financial institution chosen by the City and contribute five hundred dollars (\$500.00) for single coverage and one thousand dollars (\$1,000.00) for family coverage in 2023.



In 2024, the City contributions will be made on a semi-annual basis in January and July in the amount of three hundred dollars (\$300.00) for single coverage and six hundred dollars (\$600.00) for family coverage.

In 2025, the City shall contribute quarterly deposits in January, April, July and October in the amount of one hundred fifty dollars (\$150.00) for single coverage and three hundred dollars (\$300.00) for family coverage.

For those employees who do not elect coverage under the HDHP, there will be no health savings account contribution from the City.

(E) Dental.

(1) DENTAL ANESTHESIA

Dental general anesthesia administered by the dentist is a Covered Service. Osseous surgery is not covered under the dental plan, but is payable under the medical plan.

(2) ANNUAL DENTAL MAXIMUM

The maximum amount payable for covered dental expenses, except orthodontics, for one (1) eligible person in one (1) benefit year is fifteen hundred dollars (\$1,500.00).

(3) ORTHODONTIC MAXIMUM

The lifetime maximum payable for dependent orthodontia services for any covered child is eighteen hundred-fifty dollars (\$1,850.00).

(4) A dental PPO shall be available to employees which allow voluntary selection of a participating network provider which will result in no-balance billing over reasonable charges. All existing coinsurance levels and exclusions continue to apply.

(5) The following preventative dental services are paid at 100% of the reasonable charge:

(a) Routine oral examinations – twice in any calendar year, January 1 through December 31.

(b) Routine prophylaxis (cleaning of teeth) – twice in any calendar year, January 1 through December 31.

(c) Topical application of fluoride –in any calendar year, January 1 through December 31.

(F) Vision. The City shall maintain the current vision care plan for all eligible employees as follows:

(1) In-Network Plan

Copayments:

Eye Examination \$5.00

Lenses \$12.50

Contact Lenses Fit and Follow-Up Examination Up to \$40.00

Contact Lens Allowance

\$150.00

Retail Frame Allowance

\$150.00

Polycarbonate Lenses Covered in Full

Contact Lenses in place of all other plan benefits for the benefit period

Cosmetic (elective)

\$150.00 plus exam

Medically Necessary

Covered in full

(2) Out-of-Network Plan Reimbursement Schedule

Eye Examination up to \$35.00

Frames up to \$35.00

Single Vision up to \$35.00

Bifocals up to \$50.00

Trifocals up to \$60.00

Lenticular up to \$90.00

Contact Lenses

Cosmetic (elective) \$90.00

Medically Necessary \$210.00

(G) Life Insurance. The City shall maintain term life insurance in the amount of one and a half times the employee's annual salary in effect at the time of death for all full-time employees less than sixty-five (65) years of age, not to exceed two hundred thousand dollars (\$200,000). Full-time employees, sixty-five (65) to seventy (70) years of age shall receive term life insurance in the amount of sixty-five percent (65%) of one and a half times the employee's annual salary in effect at the time of death not to exceed sixty-five thousand dollars (\$65,000). Full-time employees seventy (70) years of age and over shall receive term life insurance in the amount

of thirty-nine percent (39%) of one and a half times the employee's annual salary in effect at the time of death not to exceed thirty-nine thousand dollars (\$39,000). Employees who have health insurance from other sources may elect to purchase life insurance coverage only, and shall pay a monthly premium of five dollars and fifty cents (\$5.50) for such life insurance coverage. Employees are eligible to purchase additional life insurance through a program established by the Department of Human Resources. Upon termination, employees would be eligible to continue life insurance coverage at the market rate at their own expense.

(H) Eligibility. Eligibility for enrolling new employees for health insurance, dental insurance, vision care, prescription drug and life insurance shall be based upon an employee's active service in a position or employment, which is to be performed in accordance with an established scheduled working time, such schedule to be based upon not less than forty (40) hours per seven (7) consecutive calendar days for fifty-two (52) consecutive seven (7) day periods per annum unless otherwise required by Federal Law or Regulations. Employees shall become eligible for the benefits outlined in this Section 16, pursuant to the provisions herein, on the first of the month following their hire date, unless hired on the first of the month coverage is effective immediately.

(1) Full-time employees may waive coverage in the employee insurance programs during the annual Open Enrollment period. Once the waiver is executed, the employee must wait until the next annual Open Enrollment period in a subsequent year to re-enroll in the benefit plans. In the event of a divorce, legal separation, the death of a spouse or the spouse involuntarily loses family coverage through the spouse's employer, the employee may enroll with the City of Columbus insurance program within thirty (30) days of such event.

(2) Part-time regular employees who have worked a minimum of one thousand forty (1,040) hours the previous calendar year shall be eligible for medical, prescription drug, dental, and vision. The employee's share of the cost of the medical and prescription insurance will be thirty percent (30%) of the established funding rate established by the Department of Finance and Management. The employee's share will be converted into a single and family premium. An open enrollment will be held each year for employee enrollment. In the event of a divorce, legal separation, the death of a spouse, or the spouse involuntarily loses family coverage through the spouse's employer, the eligible employee may enroll with the City of Columbus insurance program within thirty (30) days of such event.

For purposes of this paragraph (F) (2), "hours" counted toward part-time eligibility will include hours worked, Paid Time Off, Personal Business Day, Injury Leave, Workers' Compensation, Military Leave, and FMLA.

- (I) Premium Contribution. The monthly premium will be an amount equal to seventeen percent (17%) of the funding rate established by the actuary for the City for single and family coverage. For all employees hired on or after October 1, 2017, the monthly premium shall be an amount equal to twenty percent (20%) of the funding rate established by the actuary for the City for single and family coverage.

The monthly premium contribution for the HDHP/Health Savings Account design option shall be fifty dollars (\$50.00) per month less than the single rate established as the funding rate and one hundred thirty dollars (\$130.00) per month less than the family rate established as the funding rate.

Such premiums shall be paid through an automatic payroll deduction. Half of the monthly premium will be deducted each pay period not to exceed the total monthly premium.

Providing an employee continues monthly premium coverage payments, insurance coverage for which an employee is eligible will be extended ninety (90) days beyond the end of the month during which an employee's approved leave without pay or leave of absence status became effective. The employee's insurance will then be terminated with an option to participate in the City's insurance continuation program, COBRA, at the employee's expense.

Employees on disability leave, or employees receiving payments in lieu of wages from the Ohio Bureau of Workers' Compensation, must keep their premium payments current. If at the conclusion of the ninety (90) day period as specified in the previous paragraph, the premium payments are not current, an employee's insurance will then be terminated with an option to participate in the City's insurance continuation program, COBRA, at the employee's expense.

- (J) Tobacco Surcharge. If an employee hired on or after January 1, 2018 who participates in the City's insurance program uses tobacco, the employee will be charged a twenty-five dollar (\$25.00) per month surcharge.

- (K) Employees are eligible to pre-tax insurance premium contributions.

The City will continue to maintain an IRC Section 125 Plan whereby employees will be able to pay for their share of health insurance premiums with pre-tax earnings. This plan will remain in effect so long as it continues to be permitted by the Internal Revenue Code. Such premiums shall be paid through an automatic payroll deduction.

- (L) The City may afford employees the opportunity to participate in a voluntary pre-paid legal services plan payable through payroll deduction.

- (M) Cancer Advocacy.

The City shall engage a cancer treatment advocate effective plan year 2022. The cancer advocacy program supports employees and family members with the diagnosis of cancer.

- (N) Appeal Process. The extent of coverage under the insurance policies (including self-insured plans) shall be governed by the terms and conditions set forth in said policies or plans. Any questions or disputes concerning an employee's claim for benefits under said insurance policies or plans shall be resolved in accordance with the terms and conditions set forth in said policies or plans, including the claims appeal process available through the insurance company or third party administrator. In the event the plan summaries, booklets, certificates and this Ordinance are not specific, the plan administrator's administrative guidelines will prevail; provided, however, that this shall not prejudice the right of the employee to appeal a claim dispute to the plan administrator and to the Ohio Department of Insurance.

(O) Table 1.

Table 1	PPO	HDHP
Deductible		
In-Network	\$300 single / \$600 family	\$1500 single / \$3000 family
Non-Network	\$800 single / \$1,600 family	\$3000 single / \$6000 family
Co-insurance		
In-Network	80% / 20%	20% after Deductible is met
Non-Network	60% / 40%	40% after Deductible is met
Out-of-Pocket Maximum		
In-Network	\$700 single / \$1,200 family	\$3000 single / \$6000 family
Non-Network	\$1,600 single / \$3,200 family	\$6000 single / \$9000 family
Office Visit Co-pay		
Primary Care	\$20 co-pay	N/A
Specialist	\$30 co-pay	N/A
Hospital Inpatient Stay		
In-Network	20% after deductible	20% after deductible
Non-Network	40% after deductible	40% after deductible
Outpatient Surgery		
In-Network	20% after deductible	20% after deductible
Non-Network	40% after deductible	40% after deductible
Emergency Room Co-pay		
In-Network	\$75 co-pay, 20% after co-pay and deductible (co-pay waived if admitted)	20% after Deductible is met
Non-Network	same as in-network	20% after Deductible is met
Urgent Care Co-pay		
In-Network	\$30 co-pay, 20% after co-pay and deductible	20% after Deductible is met
Non-Network	\$30 co-pay, 40% after co-pay and deductible	40% after Deductible is met
Lifetime Maximum	No maximum	No maximum
Pre-Notification Penalty	Benefits reduced to 50% of eligible expenses	Benefits reduced to 50% of eligible expenses
Rx Co-pays	Retail/Mail	
Tier 1	\$5/\$12.50	20% after Deductible is met
Tier 2	\$15/\$25	20% after Deductible is met
Tier 3/ Dispense as Written	\$30/\$60	20% after Deductible is met
Rx Co-pays Accumulate	Yes	Yes
Rx OOP Max	\$2,000 single/ \$4,000 family	Medical and RX Combined
Tobacco Surcharge	\$25.00 monthly for new hires as of January 1, 2018	\$25.00 monthly for new hires as of January 1, 2018

## **SECTION 10. HOURS OF WORK.**

The average forty (40) hour workweek shall consist of five (5) eight (8) hour workdays and two (2) days off. The salary and wage ranges prescribed in the pay plan for the respective classes of positions are based on an average workweek of forty (40) hours, and a typical work year of 2,080 hours.

## **SECTION 11. PAY FOR UNUSED COMPENSATORY TIME.**

Any compensatory time on account for an employee entering the jurisdiction of this MCP herein shall be paid upon appointment to the classifications of Fire Chief or Fire Assistant Chief at the regular hourly rate of pay of the former classification. Such payment shall be made as soon as practicable by the City Auditor.

## **SECTION 12. LEGAL HOLIDAYS.**

(A) Holidays celebrated are as follows:

New Year's Day, January 1  
Martin Luther King's Birthday, the third Monday in January  
Washington's Birthday, the third Monday in February  
Primary Election Day, one-half day  
Memorial Day, the last Monday in May  
Juneteenth, June 19  
Independence Day, July 4  
Labor Day, the first Monday in September  
Columbus Day, the second Monday in October  
Veterans Day, November 11  
General Election Day, the first Tuesday after the first Monday in November  
Thanksgiving Day, the fourth Thursday in November  
Christmas Day, December 25  
Employee's Birthday  
Any special holiday proclaimed by the Mayor

(B) When a holiday falls on the first day of an employee's regularly scheduled days off it shall be celebrated on the previous day, and when a holiday falls on the second day of an employee's regularly scheduled days off it shall be celebrated on the following day. If a holiday occurs while an employee is on vacation leave or PFL, such day shall be charged as holiday.

(C) Holiday Credit. Each full-time employee shall earn holiday credit at the rate of 3.85 hours for each completed payperiod of service. Accumulated holiday credits shall be compensated in cash in January of each year at the forty (40) hour rate in the employee's appropriate class and range.

An employee who experiences a break in continuous service, and who has holiday credit as provided in this Subsection (A) shall be compensated in cash

for accumulated holiday credits upon separation at the forty (40) hour rate in the employee's appropriate range in effect at the time of separation.

- (D) When an employee is compensated for work on a holiday at the time of separation, such time shall be computed at the rate of pay in effect for said employee at the time of separation.
- (E) An employee who experiences a break in continuous service, and who has unused compensatory time to his/her credit, shall be paid for such accrued compensatory time. Such payment shall be paid at the employee's hourly rate of pay in effect at the time of separation.
- (F) When an employee dies while in paid status, any unused compensatory time or holiday credit to his/her credit shall be paid at the employee's hourly rate of pay in effect at the time of death in a lump sum to the surviving spouse, or to the estate of the deceased if there is no surviving spouse.

### **SECTION 13. SPECIAL LEAVE WITH PAY.**

- (A) Military Leave. City employees who are members of the Ohio National Guard, U.S. Air Force Reserve, U.S. Army Reserve, U.S. Marine Corps Reserve, U.S. Coast Guard Reserve, or the U.S. Naval Reserve shall be granted military leave of absence with pay, in addition to vacation leave, when ordered to temporary active duty, multiple unit training assemblies, or when ordered to military training exercises conducted in the field for a period of not more than twenty-two (22) days during each calendar year. Excepting and providing that when the Governor of the State of Ohio or the President of the United States declares that a state of emergency exists then, in that event, the employee is ordered to active duty for purposes of that emergency, shall be paid pursuant to this Article for a period, or periods, whether or not consecutive, not to exceed twenty-two (22) days during each calendar year.
- (B) Military Pay. An employee who is entitled to military leave, and who is called to military duty for a period in excess of twenty-two (22) days in any one (1) calendar year, for each calendar year in which military duty is performed, because of an executive order signed by the President of the United States or an act of Congress, is entitled to additional paid leave during the period designated in the order or act. Such employee shall be paid his/her regular salary for the period of time so served less one day's military base pay for each day he/she otherwise would have been scheduled to work for the City while on military leave with pay.

An employee who takes two (2) weeks of military leave with pay will be away from his/her job Monday through Friday, both weeks, for a total of ten (10) fire work days. In that situation, he/she is paid by the military for fifteen (15) or more days. The offset from his/her regular salary will be determined by multiplying



the daily rate of base pay by ten (10) in recognition of the ten (10) work days missed and subtracting that sum from the regular two (2) weeks of fire pay. This offset provision does not apply to paid leaves of twenty-two (22) days or less as provided in this Section.

Reemployment of a member who leaves the employment of the City to serve in the armed forces of the United States America or any branch thereof shall be governed by the following principles:

- (1) An eligible member shall be reemployed in the position in which the member would have been employed if the continuous employment of the member had not been interrupted by the period of military service, or an equivalent position, provided that the member is qualified to perform the duties of such position.  
A member whose military service involves only military training shall be reinstated to his/her former position, not an equivalent position.
- (2) Any member who has entered the service as stated above, must request restoration to the position within ninety (90) days of receiving an honorable discharge from the armed forces or the position shall be declared vacant. Nothing contained in this subsection shall obligate the City to pay a member who is on military leave of absence.
- (3) The term "armed forces of the United States," as used in this section, shall be deemed to include such services as designated by the Congress of the United States.
- (4) This subsection shall be interpreted and applied in a manner consistent with the provisions of the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301 et seq.

- (C) Jury Duty Leave. City employees, when called to jury duty, shall be paid regular salary for the period of such jury service.

Upon receipt of payment for jury service, the employee shall submit fees to the Administrative Bureau who will then deposit such funds with the City Treasurer.

- (D) Witness Duty. Time off with pay shall be permitted to any employee for any time required as a witness in any proceeding where the employee is called to testify as a result of his/her duties and/or position with the Division of Fire.

Upon receipt of payment for witness service, the employee shall submit fees to the Administrative Bureau who will then deposit such funds with the City Treasurer.

- (E) Paid Parental Leave (PPL). Full-time City employees in classifications listed in Section 6 of this Ordinance, who meet the following criteria, are eligible for up to six (6) weeks of PPL. Upon the effective date of the Paid Family Leave benefit on October 1, 2023, Paid Parental Leave (PPL) shall immediately terminate. Any employee on leave for an eligible use of PFL shall, upon the initial rollout of PFL, be entitled to use PFL to cover any remaining leave, provided the length of leave does not exceed twelve (12) total weeks, inclusive of any unpaid leave, STD-covered leave and paid PFL leave.
- (1) Employees must have:
    - (a) Completed one (1) year of continuous full-time City service;
    - (b) Worked for at least one thousand two hundred fifty (1,250) hours over the twelve- (12) month period preceding the leave;
    - (c) Not taken any PPL in the preceding rolling twelve- (12) month period measured backward from the date PPL is used.
  - (2) PPL qualifying events are the following:
    - (a) Birth of a child, provided the employee is the biological parent, or the spouse or domestic partner of the biological parent, or a legal guardian of the child.
    - (b) Permanent placement of an adoptive child, provided the employee is the adoptive parent, or the spouse or partner of the adoptive parent, and must reside in the same household as the newly adopted child.
  - (3) PPL benefits are as follows:
    - (a) The eligible leave period of six (6) weeks begins on the date of the qualifying event (i.e., birth of a child or permanent placement of an adoptive child). PPL is not intended to extend disability leave, and therefore will not be used at the end of disability leave following the same event.
    - (b) Eligible employees may receive a total PPL benefit of six (6) weeks. This program shall provide for payment to the employee from the fifteenth (15th) day of the qualifying event for a maximum of four (4) weeks of PPL benefits at seventy percent (70%) of the employee's current salary.
    - (c) Notwithstanding the provisions of Section 18 of this Ordinance, during the waiting period only, employees may

elect to use sick leave, vacation leave, compensatory time or unpaid leave time.

- (d) During the six (6) weeks of PPL, the employee may, if he/she so desires, elect to use all, or part, of his/her accumulated but unused sick leave in order to make up any difference between one hundred percent (100%) of his/her gross wages and the amount which he/she receives under the PPL program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his/her old sick leave bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority.
  - (e) PPL must be taken as one continuous block of leave and may not be taken intermittently.
  - (f) Any PPL which is granted for reasons permissible under FMLA leave shall count toward the twelve- (12) week per year limitation.
  - (g) While an employee is paid PPL benefits, vacation accruals shall cease. Holidays shall be paid at the PPL benefit rate as set forth in Section 13(E)(3)(b) of this Ordinance.
- (F) Paid Caregiver Leave (PCL). Full-time City employees in classifications listed in Section 6 of this Ordinance, who meet the following criteria, are eligible for up to four (4) weeks of PCL. Upon the effective date of the Paid Family Leave benefit on October 1, 2023, Paid Caregiver Leave (PCL) shall immediately terminate. Any employee on leave for an eligible use of PFL shall, upon the initial rollout of PFL, be entitled to use PFL to cover any remaining leave, provided the length of leave does not exceed twelve (12) total weeks, inclusive of any unpaid leave, STD-covered leave and paid PFL leave.
- (1) Employees must have:
    - (a) Completed one (1) year of continuous full-time City service;
    - (b) Worked for at least one thousand two hundred fifty (1,250) hours over the twelve- (12) month period preceding the leave;
    - (c) Not taken any PCL in the preceding rolling twelve- (12) month period measured backward from the date PCL is used.

- (2) PCL may be taken when the employee's covered family member has a serious medical condition as defined by the Family and Medical Leave Act (FMLA) requiring the employee's care.
- (3) Covered family members under the FMLA are the employee's spouse, son, daughter or parent as defined in the FMLA regulations.
- (4) PCL benefits are as follows:
  - (a) The eligible leave period of four (4) weeks begins on the date the employee requests leave to care for an eligible family member with a serious health condition.
  - (b) Eligible employees may receive a total PCL benefit of four (4) weeks. This program shall provide for payment to the employee from the fifteenth (15th) day of the qualifying event for a maximum of two (2) weeks of PCL benefits at seventy percent (70%) of the employee's current salary.
  - (c) Notwithstanding the provisions of Section 18 of this Ordinance, during the waiting period only, employees may elect to use sick leave, vacation leave, compensatory time or unpaid leave time.
  - (d) During the four (4) weeks of PCL, the employee may, if he/she so desires, elect to use all, or part, of his/her accumulated but unused sick leave in order to make up any difference between one hundred percent (100%) of his/her gross wages and the amount which he/she receives under the PCL program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his/her old sick leave bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority.
  - (e) PCL must be taken as one continuous block of leave and may not be taken intermittently.
  - (f) Any PCL which is granted for reasons permissible under FMLA leave shall count toward the twelve- (12) week per year limitation.
- (f) While an employee is paid PCL benefits, vacation accruals shall cease. Holidays shall be paid at the PCL benefit rate as set forth in Section 13(F)(4)(b) of this Ordinance.

(G) Paid Family Leave (PFL). Effective October 1, 2023, each full-time employee shall be granted up to twelve (12) weeks of Paid Family Leave (PFL), on a gender neutral basis, at one hundred percent (100%) of the employee's regular straight time wage per rolling twelve (12) month period measured backward from the date leave begins. The City shall comply with the Family Medical Leave Act ("FMLA") and any current or future amendments to the Act.

(1) Employee Eligibility. Full-time employees are eligible for PFL on the first day of the first month following their date of hire. Employees are entitled to twelve (12) weeks of PFL per rolling twelve- (12) month period. PFL does not accrue and cannot be carried over beyond the rolling twelve- (12) month period. PFL is limited to twelve (12) weeks of paid leave per rolling twelve- (12) month period regardless of the number of eligible uses that occur within that twelve-(12) month period.

(2) Eligible Uses.

**(a)** Birth of a Child. Eligible uses include birth of a child, pregnancy complications (as defined and/or qualify as a serious health condition under the FMLA), a miscarriage, or a stillbirth. The employee must be the birth parent, a biological parent, the spouse of a birth or biological parent, or the domestic partner of a birth or biological parent. The employee may use any or all of the twelve (12) weeks of PFL within the twelve (12) months immediately following the date of the event giving rise to the eligible use. Any unused leave expires twelve (12) months after the date of the event giving rise to the eligible use.

**(b)** Placement of a Child for Adoption or Foster Care. The employee must be the adoptive parent or the spouse or domestic partner of the adoptive parent and must reside in the same household as the newly adopted or foster-care-placed child. The employee becomes eligible for PFL on the date of the child's permanent placement for adoption or initial placement for foster care and may use any or all of the twelve (12) weeks of PFL within the rolling twelve (12) months immediately following the placement. Any unused leave expires twelve (12) months after the child's placement.

**(c)** Family Caregiving. The employee is entitled to PFL to care for a Covered Family Member with a serious health condition. The definitions of spouse, parent, child, and serious health condition are consistent with FMLA's definitions of the same, except that for purposes of PFL for family caregiving "parent" also includes a parent-in-law and "spouse" includes domestic partners. In addition, PFL for family caregiving may also be used to care for siblings (defined as "biological, adopted, foster, step, and sibling-in-law"). Any unused leave expires twelve (12) months

after the first day on which PFL is taken to care for the Covered Family Member's serious health condition.

- (3) Coordination with FMLA. Employees may be eligible for PFL even though they are not eligible for FMLA leave. For employees who are on PFL at the time they become eligible for FMLA, their PFL will run concurrently beginning with their first day of FMLA eligibility. For employees who are eligible for FMLA on the first day they use PFL, PFL will run concurrently with FMLA. Any PFL granted for reasons permissible and eligible as FMLA leave shall count toward the twelve (12) week per year limitation and will be run concurrently with FMLA.
- (4) Continuation of Benefits While on PFL. While an employee is on PFL, sick leave entitlement and vacation/PTO accruals, OP&F contributions and all employee benefits shall continue uninterrupted and the City shall maintain applicable insurance benefits for the employee.
- (5) Procedures and Qualifications.
  - (a) Employees shall give their Department/Division Human Resources notice of the intent to use PFL as soon as practicable under the circumstances of each eligible use.
  - (b) Employees may use PFL in one continuous block of time, on scheduled intervals, or intermittently.
  - (c) PFL may be used in increments of one tenth (1/10) of an hour.
  - (d) The City may, in its sole discretion, require submission of supporting documentation for an employee's request for PFL.
  - (e) PFL may be used for multiple eligible reasons in any rolling twelve (12) month period, provided however that the benefit will not exceed twelve (12) weeks of leave in any rolling twelve (12) month period regardless of the number of eligible uses the employee may experience during the same time period.
  - (f) PFL hours are not eligible for cash payout, do not carry over from year to year, and are not eligible for leave donation. Use of PFL shall not affect the employee's anniversary date for increases or seniority, nor will it constitute a break in service for computing service credits for Civil Service examinations.
  - (g) Upon the effective date of the Paid Family Leave benefit, the Paid Parental Leave and Paid Caregiver Leave shall immediately terminate. Any employee on leave for an eligible use of PFL shall, upon the initial rollout of PFL, be entitled to use PFL to cover any remaining leave,

provided the length of leave does not exceed twelve (12) total weeks, inclusive of any unpaid leave, STD-covered leave and paid PFL leave.

(h) An employee on PFL shall not work for another employer while on leave.

**SECTION 14. VACATION LEAVE.**

(A) The vacation year for employees shall end at the close of business on the last day of the last payperiod that ends in the month of February.

(B) Conditions for Accrual of Vacation Leave.

(1) Each employee shall accrue vacation leave by payperiod based on years of continuous service as established in the schedules below. To determine the appropriate accrual rate, the higher rate of accrual will begin on the first day of the payperiod in which a year of continuous service is completed as follows:

<b><u>Length of Continuous Service</u></b>	<b><u>Vacation Hours Per Payperiod</u></b>
Less than 3 years	4.615
3 years but less than 6	6.154
6 years but less than 14	8.307
14 years but less than 20	9.230
20 or more years	11.231

(2) Maximum Accrual of Vacation. Any vacation balance in excess of the maximum number of hours established in this paragraph shall become void as of the last day of the vacation year for employees governed by the provisions of this section, except as provided in Section 14(C)(1). The maximum number of vacation hours that may be accrued based on years of continuous service as of the end of a vacation year are as follows:

<b><u>Length of Continuous Service</u></b>	<b><u>Maximum Accrual Of Vacation Hours</u></b>
Less than 3 years	360 hours
3 years but less than 6	504 hours
6 years but less than 14	672 hours
14 years but less than 20	744 hours
20 or more years	876 hours

(C) Other Vacation Leave Provisions.

- (1) At the end of each vacation year, employees shall be paid for any vacation balances in excess of the maximums fixed by this section accruing after January 1, 1964, upon certification by the Director of Public Safety to the City Auditor and the Director of Human Resources that due to emergency work requirements, it is not in the best interests of the City to permit an employee to take vacation leave which would otherwise be forfeited as provided in Section 14(B)(2).
- (2) An employee who experiences a break in continuous service as a result of discharge, resignation, retirement, or layoff and who has unused vacation leave to his/her credit, shall be paid in a lump sum for such unused vacation leave in lieu of granting such employee a vacation leave after his/her last day of service with the City. Such payment shall be paid at the employee's hourly rate of pay at time of separation. Such payment shall not exceed the maximum accrual of vacation hours set forth in Section 14(B)(2).
- (3) When an employee dies while in paid status, any unused vacation leave to his/her credit shall be paid in a lump sum to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse. Such payment shall be paid at the employee's hourly rate of pay at time of death.
- (4) Vacation leave may be taken in increments of one (1) hour at the request of the employee with the approval of the Director of Public Safety.
- (5) No vacation accrual shall be allowed for any employee receiving injury leave benefits under Section 15 of this Ordinance.

#### **SECTION 15. INJURY LEAVE WITH PAY.**

- (A) All employees shall immediately report each injury believed to be service-connected to their immediate or acting supervisor. The employee shall complete and submit the City of Columbus accident report to the Division's Human Resources representative within forty-eight (48) hours. If the employee is physically unable to comply with the forty-eight (48) hour deadline, the employee's immediate or acting supervisor will complete the accident report on the employee's behalf, and forward to the Division's Human Resources representative and the Division's Safety Officer. Failure to follow the reporting procedure may result in discipline.

The employee's obligation to report his/her injury under this section is not a condition precedent to being eligible for or receiving injury leave.

Whenever an employee is required to stop working because of an injury or other service connected disability, the employee shall be paid for the remaining hours of that day, or shift, at the employee's regular rate and such time shall not be charged to leave of any kind.



(B) Requirements for Receiving Injury Leave. All employees shall be allowed Injury leave with pay not to exceed one hundred eighty (180) days upon verification of the following:

- (1) An order of the BWC, Industrial Commission or court allowing the workers' compensation claim for the conditions disabling the employee per MEDCO 14 or equivalent presented by the approved medical provider and the City has not appealed the claim allowance; and
- (2) A BWC approved medical provider of the employee's choosing determines that the employee is temporary and totally disabled; and
- (3) The employee submits a MEDCO 14 or equivalent issued by the employee's BWC approved medical provider of record to the Division's Human Resources representative. Injury leave will continue to be paid as long as supported by MEDCO 14 or equivalent from the employee's BWC approved medical provider.

(C) Return to Work. No employee on injury leave shall be returned to work without written approval of the employee's BWC approved medical provider.

(D) Continued Contact with Department and Return to Work Notification. An employee on injury leave shall maintain biweekly contact with the Division's Human Resources representative or designee during the period of time the employee is injured. This requirement may be modified in writing by the Division's Human Resources Representative or designee for extended leaves. An employee shall notify the Division's Human Resources representative or designee at least seven (7) days before the expected return to work date to confirm that date.

(E) Employees receiving injury leave shall not:

- (1) Engage in any outside activity inconsistent with restrictions or medical advice or that adversely affects the employee's recovery, as established by the employee's BWC approved medical provider; or
- (2) Knowingly make a false or misleading statement, or alter, falsify, destroy or conceal any document in order to receive injury leave.

Violation of this section may result in discipline.

(F) Termination of Benefits. Injury leave will terminate:

- (1) When the employee's BWC approved medical provider releases the employee back to work or for transitional duty; or
- (2) For duty hours during which the employee is incarcerated; or
- (3) When Temporary Total benefits under the employee's workers' compensation claim are denied by the BWC or Industrial Commission; or
- (4) When the Industrial Commission or the employee's BWC approved medical provider determines the employee is no longer entitled to Temporary Total benefits because the employee has reached Maximum Medical Improvement, unless such benefits are reinstated following an appeal to court; or
- (5) If the employee is disqualified from workers' compensation benefits; or
- (6) If the employee accepts workers' compensation Temporary Total disability benefits; or
- (7) When an employee is provided an opportunity to perform transitional duties within the restrictions provided by the employee's BWC approved medical provider and refuses.

No Injury leave time will be restored to an employee who has separated from City service.

- (G) Injury leave found to be paid in error due to the employee's return to work, medical evidence of ability to return to work, employee's refusal to return to work in a transitional duty assignment approved by the employee's BWC approved medical provider, or the fraudulent receipt of injury leave while performing work outside employment shall be promptly repaid to the City.

The 180 days of injury leave will be paid through the end of the fifth calendar year following the original date of injury or diagnosis as determined by the BWC.

- (H) Claims for certain occupational disease:

- (1) Injury leave for occupational disease claims as set forth below shall be granted beginning when the employee submits his/her claim to the BWC.
- (2) These disease claims are comprised of cardiovascular, respiratory, and pulmonary conditions; and, cancers associated with the group 1 or 2A carcinogens as classified by the international agency for research on cancer or its successor organization.

(3) These disease claims shall be presumed to have been contracted in the course of and arising out of employment provided such claims meet the requirements of Chapter 4123 of the Ohio Revised Code.

(4) The City may rebut such presumption as provided under Chapter 4123 of the Ohio Revised Code and applicable law. If the employee's workers' compensation claim is not allowed after the expiration of all appeals, injury leave will be denied and the employee's time on injury leave will be deducted from his/her sick leave bank.

(l) Leave Pending Decision. Pending a decision on the allowance of the employee's workers' compensation claim, an injured employee may be carried on personal sick leave with pay which shall be restored to the employee's credit upon certification by the Director of Human Resources or designee, that injury leave has been approved; except that when an employee is injured, and the Fire Chief can establish that the injury occurred during the employee's hours of work for the City, the employee may be carried on injury leave with pay pending certification by the Director of Human Resources or designee, that the conditions of Section (B) have been satisfied. In no case may the employee be carried on injury leave in excess of the employee's amount of accumulated sick leave. If injury leave is not certified by the Director of Human Resources or designee, the employee will be charged sick leave for time used. Injury leave shall be allowed for actual time spent during duty hours (including travel time) for scheduled physician appointments and/or treatments resulting from an on-the-job injury.

#### **SECTION 16. SICK LEAVE WITH PAY.**

(A) Sick Leave Accrual. Each employee shall accrue sick leave with pay at the rate of 6.462 hours for each completed payperiod.

(B) Payment of Sick Leave. Sick leave with pay shall be cumulative and any employee having unused sick leave prior to the effective date of this Ordinance shall be credited with such unused sick leave for the purpose of this Ordinance.

(1) Reciprocity payment. Each January of each year, employees shall be paid for unused sick leave earned during the immediately preceding calendar year in accordance with the following schedule:

(a) Amount of Payment.

- (1) Less than 500 hour bank: Any employee who, as of January 1, of each year, has a sick leave account of less than five hundred (500) hours shall not be paid for any unused sick leave earned during the immediately preceding calendar year and any such unused sick leave shall be added to his/her sick leave account.
  - (2) 500-750 hour bank: Any employee who, as of January 1 of each year, has a sick leave account of five hundred (500) to seven hundred fifty (750) hours shall first have any sick leave used in the immediately preceding calendar year deducted from the sick leave which he/she earned during that year and, as to any remaining unused sick leave from that year, he/she may elect to be paid for seventy-two (72) of those hours. Any unused sick leave hours still remaining from that year shall be added to his/her sick leave account.
  - (3) More than 750 hour bank: Any employee who, as of January 1 of each year, has a sick leave account of more than seven hundred fifty (750) hours shall first have any sick leave used in the immediately preceding calendar year deducted from the sick leave which he/she earned during that year and, as to any remaining unused sick leave from that year, he/she may elect to be paid for up to one hundred sixty-eight (168) of those hours. Any unused sick leave hours still remaining from that year shall be added to his/her sick leave account.
  - (4) HSA Contributions: An employee eligible for a reciprocity payment pursuant to subsections (2) and (3) above and who is eligible to make deductible contributions to a health savings account for the year may direct the City to contribute any portion of the reciprocity payment up to the limit for deductible contributions for the year to the employee's health savings account established pursuant to Section 9 of this Ordinance. The City shall establish reasonable written procedures to be used by employees who desire to direct reciprocity payments into their HSAs. The City shall deposit the employee's selected contribution into the employee's health savings account within the first quarter of each calendar year.
- (b) Calculation of Payment. Any amounts to be paid under this Subsection (B) shall be paid at the rate of one hour pay (based on the 40 hour rate) for each hour of unused sick leave, in accordance with the pay schedules established in Section 3.

- (C) Separation Payment. An employee who experiences a break in continuous service as a result of discharge, resignation, retirement or layoff may, if he/she so desires, be paid in lump sum one (1) hour of pay for each six (6) hours of unused sick leave to his/her credit for total accruals up to and including one thousand (1,000) hours; one (1) hour of pay for each three (3) hours of unused sick leave to his/her credit for all accruals in excess of one thousand (1,000) hours up to and including two thousand one hundred (2,100) hours; and one hour of pay for each hour of unused sick leave to his/her credit for all accruals in excess of two thousand one hundred (2,100) hours. Such payment shall be paid at the appropriate rate and rank specified in of Subsection (B)(1)(b) of this Section 16.
- (D) Use of Sick Leave. Sick leave with pay may be granted upon the recommendation of the Director of Public Safety only for the following reasons:
- (1) Sickness of the employee.
  - (2) Injury to the employee except where such injury is incurred in the performance of employment other than his/her employment with the City.
  - (3) Medical, dental, optical consultation or treatment of employee.
  - (4) Sickness of a member of the immediate family living in the employee's household. Employees working an average forty (40) hour workweek shall be granted no more than five (5) work days in any calendar year for sickness in the immediate family requiring the presence at home of the employee. The Director of Public Safety may require a certificate of the attending physician before paying any employee under this paragraph.
  - (5) Quarantine of an employee because of exposure to a contagious disease. The Director of Public Safety shall require a certificate of the attending physician before paying any employee under this paragraph.
  - (6) In the event an employee uses all his/her injury leave time, and is still unable to return to active duty, he/she may, with the approval of the Director of Public Safety, use any sick leave, professional time and vacation time to which he is otherwise entitled.
  - (7) Bereavement. In the event of a death in the immediate family, each employee regularly working an average forty (40) hour workweek shall be entitled to five (5) work days to attend or prepare for a funeral service and/or interment.
  - (8) Any leave which is granted under this Section for reasons permissible under an FMLA leave as provided in Section 16, shall be charged as an

FMLA leave and shall count toward the twelve (12) week per year limitation for the length of the FMLA leave.

- (E) The Director of Public Safety may require evidence as to the adequacy of the reason for any employee's absence during the time for which sick leave is requested.
- (F) Employees working an average forty (40) hour workweek shall be charged at the rate of eight (8) hours of sick leave for each regularly scheduled workday such employee is absent.
- (G) When an employee dies while in paid status, regardless of the number of accumulated sick leave hours in the City service, all unused sick leave to his/her credit shall be paid in a lump sum to the surviving spouse or to the estate of the deceased if there is no surviving spouse in accordance with Section 16(C).
- (H) No sick leave with pay shall accrue except for service as an employee of the City of Columbus.
- (I) Sick leave may be approved in multiples of one (1) hour.

#### **SECTION 17. TUITION REIMBURSEMENT.**

- (A) No employee on an authorized leave of absence or injury leave shall be eligible to apply for tuition reimbursement; except that, employees on injury leave who are rendered unable to complete the required course work due to the injury and who have a course(s) approved by the Labor Relations Manager or designee prior to being injured shall be reimbursed for that course(s).
- (B) Each employee shall be eligible for a reimbursement of all instructional and laboratory fees. The tuition reimbursement program shall be subject to the following conditions:
  - (1) All courses must be taken during non-scheduled working hours. All class hours of instruction must be filed with the employee's immediate supervisor and with the Labor Relations Manager or designee. Payment for courses at approved institutions is subject to approval by the Labor Relations Manager or designee. Any situation which, in the discretion of the Director of Public Safety, would require an employee's presence on the job shall take complete and final precedence over any times scheduled for courses.

- (2) Employees may be granted time off, not to exceed forty-eight (48) hours per calendar year. This time off shall be approved in one (1) hour increments not to exceed four (4) hours in any one (1) calendar day, to attend approved classes upon approval of the Director of Public Safety.
- (3) Any financial assistance from any governmental or private agency available to an employee, whether or not applied for and regardless of when such assistance may be received, shall be deducted in the entire amount from the tuition reimbursement the employee is eligible for under this Section.
- (4) The Ohio Fire Academy and/or the National Fire Academy, and institutions offering approved correspondence courses are acceptable for purposes of this Section. Courses must be taken at accredited colleges, universities, technical and business institutes in the State of Ohio or at their established extension centers in the State of Ohio. Approval of institutions and courses shall be obtained from the Labor Relations Manager or designee no more than thirty (30) days or less than ten (10) days prior to the first day of the scheduled course(s). Seminars and conferences shall be ineligible for tuition reimbursement.
- (5) No reimbursement will be granted for books, paper, supplies of any nature, transportation, meals, or any other expenses connected with any course except the cost of instructional fees and laboratory fees.
- (6) Reimbursement for tuition will be made after an employee satisfactorily completes a course and presents an official certificate, or his/her grade report or its equivalent, a fee statement, and a receipt of payment or copy of the unpaid bill from the institution. The employee must submit this documentation within four (4) weeks of the course completion, unless unable to do so through no fault of their own.
- (7) Reimbursement will be made to employees for any course credit gained from a credit-by-examination. Reimbursement shall be limited to the actual testing expense.
- (8) Any employee participating in the tuition reimbursement program who resigns must repay the tuition reimbursement paid by the City for courses taken less than two (2) years prior to the date of separation. If necessary, this amount will be deducted from the employee's terminal leave pay or his/her final paycheck.

#### **SECTION 18. FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE.**

Employees who have worked for the City for at least twelve (12) months, and have worked for a least 1,250 hours over the twelve (12) month period preceding the leave, shall be eligible for up to twelve (12) weeks of unpaid leave per twelve (12) month period for

eligible purposes. The final regulations promulgated in 1994 of the Family Medical Leave Act, as amended, are hereby incorporated as fully rewritten. Further, the City will maintain the practice of computing the twelve (12) month period as a rolling twelve (12) month period measured backward from the date leave is used. Finally, all accrued sick leave, and disability leave if applicable, and vacation, in that order, must be utilized for any FMLA leave taken for any FMLA-qualifying reason except for reasons that qualify for and for which Paid Family Leave is granted under Section. Any paid leave taken shall run concurrently with FMLA.

### **SECTION 19. EMPLOYEE ALCOHOL AND DRUG TESTING.**

Employees will be required to comply with annual drug and alcohol random testing as established by the Director of Human Resources.

### **SECTION 20. PHYSICAL HEALTH AND FITNESS.**

Employees covered under this Ordinance will be required to comply with the standards set forth in the Physical Health and Fitness Policy implemented by the Department of Public Safety. Employees who obtain specified levels of physical health and fitness will be eligible for incentive pay, which is explained below as well as in the Physical Health and Fitness Policy. Employees who pass the Cardio Respiratory Endurance phase of the Physical Fitness Test (PFT), are rated as Level II or Level III in all other phases of the Physical Fitness Test (PFT), and are not in the Body Composition Program, will receive Incentive Pay as follows:

- 1) Employees rated at least Level II in each phase of the PFT will receive incentive pay of \$50.00 per month.
- 2) Employees rated at least Level III in each phase of the PFT will receive incentive pay of \$75.00 per month.
- 3) Employees are eligible to receive only the incentive pay set forth in either (1) or (2) above but not both.
- 4) Employees may elect on an annual basis, on or before November 30 of each year, to deposit their incentive pay as a lump sum into their HSA/HDHP account, for the following year. An employee eligible for the incentive pay pursuant to subsections (1) or (2) above and who is eligible to make deductible contributions to a health savings account for the year may direct the City to contribute the lump sum incentive of \$600.00 for Level II or \$900.00 for Level III to the employee's health savings account established pursuant to Section 9. The City shall establish reasonable written procedures to be used by employees who desire to direct incentive payments into their HSAs. The City shall deposit the employee's selected contribution into the employee's health savings account within the first quarter of each calendar year.



**SECTION 21. REPEAL CLAUSE.**

That current Ordinance No. 0664-2006, as amended, is hereby repealed with the effective date of this Ordinance No. 2714-2013.

**SECTION 22. SEPARABILITY.**

Nothing contained in the preceding Fire Management Compensation Plan provisions shall be construed to prevent compliance with any federal law requirements. Should any federal law require the payment of a greater compensation or benefits to City employees than is required under the provisions of this salary ordinance, then in such instance, the federal law provisions will take precedence and the employee shall be paid in accordance with those provisions.

If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance, for any reason, is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions or sections of this Ordinance. The City Council of the City of Columbus, Ohio, hereby declares that it would have passed this Ordinance, and each section, subsection, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, or phrases may be declared unconstitutional or invalid.

**SECTION 23. DURATION**

That for reasons stated in the preamble hereto, which is hereby made a part hereof, this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten (10) days after its passage if the Mayor neither approves or vetoes the same.