

ORDINANCE

No. \_\_\_\_\_

An ordinance adopting a new Classification and Compensation Plan for The Consolidated Government and amending Fiscal Year 2023 Budget Ordinance No. 22-027; restating and modernizing other pay plan provisions included in Section 16B of the Columbus Code; providing for a delayed effective date; and for other purposes.

**THE COUNCIL OF COLUMBUS, GEORGIA HEREBY ORDAINS, AS FOLLOWS:**

**PART 1**

**Adoption of a new Classification and Compensation Plan Report and Repeal of Conflicting Ordinances**

SECTION 1

The Classification and Compensation Plan Report designated as “Exhibit A” submitted by Evergreen Solutions and dated August 23, 2022 (hereinafter “the Pay Plan”), is hereby approved and shall be implemented during Fiscal Year 2023, beginning with the first pay period after the Finance Director and Human Resources Director confirm in writing that the necessary data downloads are in place. The first day of the first pay period to which the Pay Plan can be applied shall hereinafter be referred as the “Implementation Date.”

SECTION 2

Placement of Public Safety and general government positions in the Pay Plan shall be as follows:

- (a) Initial placement of employees into the Pay Plan will be based upon the position held on the Implementation Date.
- (b) Placement into the new Pay Plan at a different level, title or rank than held by the employee prior to the Implementation Date is not to be considered a promotion. Therefore, the new promotion policy contained in this ordinance does not apply to the initial placement of employees into the new Pay Plan and will not result in a promotional salary increase.

SECTION 3

Pursuant to the Pay Plan, all full-time classified CCG employees shall receive an annual increase of at least one step in grade as approved by Council during the budget process starting with the fiscal year beginning July 1, 2023. Those certain employees whose salaries currently meet or exceed the maximum step for their grades as set forth in the Pay Plan shall receive step increases and other Council approved pay increases that will be calculated consistently with the Pay Plan.

SECTION 4

As recommended by Evergreen Solutions, the City Staff shall review advancing the pay scale annually during the budget process to keep pace with the CPI (Consumer Price Index) or the ECI (Employment Cost Index) and make recommendations for Council approval.

SECTION 5

Ordinance No. 06-40, Section 24, and Ordinance No. 06-87, in its entirety, are hereby repealed.

**PART II**

**Amendments to Ordinance No. 22-027, the Operating Budget for the Fiscal Year ending June 30, 2023**

SECTION 6

The first paragraph of Section 28 of Ordinance No. 22-027 is hereby repealed and replaced with the section below and reads as follows:

“ Public Safety officers hired after the implementation of the Pay Plan shall receive a sign-on bonus of \$5,000.00, provided the employee continuously meets the written criteria established by the hiring department. Each Public Safety department shall develop written criteria for receipt of the bonus and such written criteria shall be approved in advance by the Director of Public Safety. The bonus shall be paid semiannually over a 24 month period in increments of \$1,250.00 to officers continuing to be employed and meeting the written criteria. Public Safety officers rehired within twelve months of their separation date are ineligible for a second sign-on bonus. The Public Safety officer may; however, receive any remaining portion of the initial sign-on bonus. The sign-on bonus shall be reviewed by the Council every two years after the effective date of this ordinance. The sign-on bonus applies to Public Safety Officers in the Police Department, Sheriff’s Office, Fire/EMS Department, and Muscogee County Prison.”

SECTION 7

The second paragraph of Section 28 of Ordinance No. 22-027 which pertains to the quarterly retention bonus of \$1,500 payable to all full-time sworn personnel in the Police Department including 911 Communications Technicians, Fire/EMS Department, Emergency Management/Homeland Security Department, Sheriff’s Office, and Muscogee County Prison shall be repealed effective upon the Implementation Date of the Pay Plan.

SECTION 8

Upon the Implementation Date of the Pay Plan, Sections 29, 30, 31, 32, 36, 38, and 39 of Ordinance No. 22-027 are repealed in their entirety. Pay Reform and Restructure ordinances, Pay Reform Longevity Plan and Recruitment and Retention Plan ordinances adopted related to the Police Department, Sheriff's Office, Fire/EMS Department, and Muscogee County Prison in Ordinance No. 15-24, Ordinance No.16-17, Ordinance No.18-21, Ordinance No.19-027, Ordinance No.17-24, Ordinance No.20-018, and Ordinance No.21-032 are repealed and replaced with the following paragraph upon the Implementation Date:

Public Safety sworn personnel in the Police Department, Sheriff's Office, Fire/EMS Department, Muscogee County Prison, and Emergency Management/Homeland Security will receive a one-step in grade longevity increase in the new pay plan at certain "milestone" years that mirror the increases they received under the "Pay Reform" system. Therefore, after years 3, 5, 7, 10, 15, 20, 25, 30 and 35, Public Safety sworn employees will receive an additional step increase above and beyond the increases that are approved by Council for all employees.

Public Safety Officers who separate and are re-hired in any Public Safety Department forfeit any milestone or longevity pay received during prior employment. Re-hired Public Safety Officers will be treated as a newly hired sworn officer as it relates to longevity pay.

SECTION 9

Upon the Implementation Date, Section 40 of Ordinance No 22-027 is hereby repealed to the extent it is inconsistent with any new hourly pay rates set forth in the Pay Plan.

**PART III**  
**Revisions of Chapter 16B of the Columbus Code**

SECTION 10

Columbus Code Sections 16B-3-2 and 16B-3-2.1 are hereby deleted in their entirety and are replaced by a new Section 16B-3-2-- **Promotions** to read as follows:

"Public Safety and general government employees that are selected for promotion will receive a six step increase measured from their current pay grade and step and placed into the new grade at the nearest salary. Or, the employee will be placed at the first step of the new position and grade, whichever is greater."

SECTION 11

Columbus Code Section 16B-3-3 – **Demotions** is hereby deleted in its entirety and replaced by a new section 16B-3-3 to read as follows:

“When an employee is demoted for cause to a lower grade position, the employee’s pay shall be decreased by six steps measured back from their current pay grade and step and be placed into the new grade and step at the nearest salary. If the employee cannot be decreased by six steps as required by this paragraph, the employee will be placed at the first step for the new position and grade.”

#### SECTION 12

Columbus Code Section 16B-7-7 – **Voluntary demotions** is hereby deleted in its entirety and replaced by a new section 16B-7-7 to read as follows:

“An employee may be demoted at his or her request to a vacant position in a lower class, subject to the approval of the Human Resources Director with compensation to be determined in accordance with Columbus Code Section 16B-3-3 with appropriate adjustments consistent with the Pay Plan that are recommended by the affected Department and approved by the Human Resources Director. The Human Resources Director, in conjunction with the Department Director, shall determine whether the employee is qualified to perform the duties and responsibilities of the lower class of position.”

### **Part IV Other Pay Incentives and Supplements to be Continued**

#### SECTION 13

The existing supplements or pay enhancements currently in effect before the Implementation Date that are not specifically addressed in this ordinance, including but not limited to OLOST supplements for the various Public Safety agencies and certification pay and specialty pay for the Fire and EMS Departments, shall remain in effect and be paid in addition to the grade and step pay indicated for each employee in the Pay Plan.

#### SECTION 14

Educational Incentive Pay for Public Safety shall be subject to the following provisions:

(a) Public Safety employees receiving their first bachelor’s or master’s degree after June 30, 2006, but before October 31, 2022, while employed by a Public Safety Department, shall receive an educational incentive of \$1,200 for each degree. The incentive shall be paid as a separate line item and not be included in the base employee compensation that is calculated on a step basis.

(b) Public Safety employees who were employed by a Public Safety Department and enrolled in a baccalaureate or master’s program on June 30, 2006, receiving their first bachelor’s or master’s degree on or before June 30, 2008, at their option, shall continue to receive the educational incentive authorized prior to July 1, 2006, in lieu of the incentive amounts set forth in paragraph (a) above. If elected, this incentive shall be paid by- advancing the employee’s salary two steps in the same grade, up to the maximum pay for the grade.

(c) A Public Safety employee receiving the first associate's or bachelor's degree after October 31, 2022, shall receive an educational incentive of \$1,250 for an associate degree or \$2,500 for a bachelor's degree. The incentive shall be paid as a separate line item and not be included in the base employee compensation.

(d) Public safety employees currently employed and enrolled in a master's degree program on October 31, 2022, receiving their first master's degree on or before October 31, 2024, may receive the educational incentive authorized prior to October 31, 2022, pursuant to paragraph (b) above. No education incentive will be offered for receiving a master's degree after October 31, 2024.

(e) For purposes of this section, the following definitions and requirements shall apply:

*Accredited College or University:* An institution accredited by the Council for Higher Education Accreditation, or National Student Clearinghouse.

*Associate's Degree:* An associate's degree or the educational equivalent of an associate's degree which for the purpose of applying subsection (c) above is defined as a minimum of 96 quarter hours or 63 semester hours of post-secondary education at an accredited college or university. provided said course work is above the developmental level and contains, at least: two English; one math; two science or technology; one social studies; and one humanity. This definition shall not be construed as waiving the associate or higher degree requirement for promotional qualification or any other process.

*Proof of enrollment and degree requirements:* For each educational supplement, Human Resources will verify all transcripts for proof of enrollment, receipt of the degree, and the accreditation of the institution through the Council for Higher Education Accreditation, the National Student Clearinghouse, or an equivalent, except when an official transcript is supplied directly to Human Resources by the institution granting the degree, and Human Resources otherwise has proof of the institution's accreditation. .

## SECTION 15

### **Operational procedure for Multi-level Qualifications and Career ladder positions-**

Public safety and general government positions assigned multiple levels by the Pay Plan, to provide salary differentials for different levels of qualifications shall be administered by the following general rules:

- (a) Clear measurable criteria will be used to determine qualification for each advanced level. Where the criteria were not specified in the Pay Plan, departments will develop appropriate standards to be approved by the City Manager.
- (b) Employees that qualify for advancement in pay grade will receive the salary obtained by advancing the current salary in the current grade six steps and placed into the new grade at the nearest salary. Or, the employee will be placed at the minimum step for the new position and grade, whichever is greater.
- (c) Initial placement of employees in multi-level positions will be as specified by the Pay Plan or based upon their assigned position on the Implementation Date. A department

head may request changes in recommended levels with appropriate justification and approval of the City Manager.

(d) This procedure only applies to positions in the pay plan designated with a numbered footnote and multi-level description. Positions assigned a “tag” number and having a separate job description are promotional positions and not part of a career ladder, even if the title is numbered or contains the word “senior” in the title. Employees may only advance to promotional positions by successfully competing for an authorized vacant position.”

**Part V Effective Date and Repealer**

SECTION 16

This ordinance shall be effective upon the Pay Plan Implementation Date as defined above.

SECTION 17

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

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Introduced at a regular meeting of the Council of Columbus, Georgia held on the 23<sup>rd</sup> day of August, 2022; continued on 1<sup>st</sup> Reading on August 30,2022, and introduced for 2<sup>nd</sup> Reading at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2022, and adopted at said meeting by the affirmative vote of \_\_\_\_ members of said Council.

Councilor Allen	voting	_____
Councilor Barnes	voting	_____
Councilor Crabb	voting	_____
Councilor Davis	voting	_____
Councilor Garrett	voting	_____
Councilor House	voting	_____
Councilor Huff	voting	_____
Councilor Thomas	voting	_____
Councilor Tucker	voting	_____
Councilor Woodson	voting	_____

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Sandra T. Davis, Clerk of Council

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B.H. “Skip” Henderson, III, Mayor