

AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION AND PAY PLAN AND LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF OFFICIALS BEGINNING OCTOBER 20, 2000 (2000-06-26 /O-10)

BE IT ORDAINED by the Council of the Town of Chapel Hill that the salaries, bonds, wages, weekly work hours, certain benefits, and the number of Officials and employees of the Town of Chapel Hill are hereby fixed as follows:

SECTION I: SCHEDULE OF SALARY GRADES

Grade	HIRING RATE	PROB STEP	STEP 1	STEP 2	STEP 3	JOB RATE	Open Range	MAX
25	19,911	21,106	21,904	22,732	23,591	24,483		29,867
26	20,907	22,161	22,999	23,868	24,770	25,706		31,360
27	21,952	23,269	24,149	25,062	26,009	26,992		32,928
28	23,049	24,432	25,356	26,314	27,309	28,341		34,574
29	24,202	25,654	26,624	27,630	28,674	29,758		36,303
30	25,412	26,937	27,955	29,012	30,109	31,247		38,118
31	26,683	28,284	29,353	30,463	31,615	32,810		40,024
32	28,017	29,698	30,821	31,986	33,195	34,450		42,025
33	29,418	31,183	32,362	33,585	34,855	36,173		44,126
34	30,888	32,742	33,980	35,264	36,597	37,980		46,333
35	32,433	34,379	35,679	37,028	38,428	39,881		48,649
36	34,055	36,098	37,463	38,879	40,349	41,874		51,082
37	35,757	37,903	39,336	40,823	42,366	43,967		53,636
38	37,545	39,798	41,302	42,863	44,483	46,164		56,318
39	39,422	41,788	43,368	45,007	46,708	48,474		59,134
40	41,394	43,877	45,536	47,257	49,043	50,897		62,090
41	43,463	46,071	47,812	49,619	51,495	53,442		65,195
42	45,636	48,375	50,204	52,102	54,071	56,115		68,455
43	47,918	50,793	52,713	54,706	56,774	58,920		71,877
44	50,314	53,333	55,349	57,441	59,612	61,865		75,471
45	52,830	56,000	58,117	60,314	62,594	64,960		79,245
46	55,471	58,800	61,023	63,330	65,724	68,208		83,207
47	58,245	61,740	64,074	66,496	69,010	71,619		87,367
48	61,157	64,827	67,277	69,820	72,459	75,198		91,736
49	64,215	68,068	70,641	73,311	76,082	78,958		96,322
50	67,426	71,471	74,173	76,977	79,887	82,907		101,139
51	70,797	75,045	77,882	80,826	83,881	87,052		106,195
52	74,337	78,797	81,776	84,867	88,075	91,404		111,505
53	78,054	82,737	85,864	89,110	92,478	95,974		117,081

* **Terms used in the salary schedule:** Hiring Rate is the minimum of the range, and is the salary at which most new hires should be paid. Prob Step is the probationary salary which is paid upon successful completion of 6 months probation; the rate reflects a 6% increase over the hiring rate. Steps are intermediate rates of pay between the hiring rate and the Job Rate; there is approximately 3.8% between steps. Movement from one step to the next is based on performance that meets standards. Job Rate is approximately the mid-point of salary ranges grade 16 and above, higher in the ranges for the lower grades because the minimums of lower grades were raised to provide a living wage; salary increases above this rate vary based on performance ratings of the employee. Open Range is the range of salaries between the Job Rate and the maximum rate. There are no designated salary rates or steps in the open range. Maximum rate is the maximum that an employee within the salary grade would be paid.

Section II: WEEKLY and BI- WEEKLY RATES			A	B	C	D	E
			37.5	40	42	56	38.5
ANNUAL	WKLY	BI-WKLY	HRLY	HRLY	HRLY	HRLY	HRLY
19,911	382.90	765.81	10.2108	9.5726	9.1168	6.8376	9.9456
20,907	402.05	804.10	10.7213	10.0512	9.5726	7.1794	10.4428
21,952	422.15	844.30	11.2574	10.5538	10.0512	7.5384	10.9650
23,049	443.26	886.52	11.8202	11.0815	10.5538	7.9153	11.5132
24,202	465.42	930.84	12.4113	11.6356	11.0815	8.3111	12.0889
25,412	488.69	977.39	13.0318	12.2173	11.6356	8.7267	12.6933
26,683	513.13	1,026.26	13.6834	12.8282	12.2173	9.1630	13.3280
28,017	538.78	1,077.57	14.3676	13.4696	12.8282	9.6211	13.9944
29,418	565.72	1,131.45	15.0860	14.1431	13.4696	10.1022	14.6941
30,888	594.01	1,188.02	15.8403	14.8502	14.1431	10.6073	15.4288
32,433	623.71	1,247.42	16.6323	15.5928	14.8502	11.1377	16.2003
34,055	654.90	1,309.79	17.4639	16.3724	15.5928	11.6946	17.0103
35,757	687.64	1,375.28	18.3371	17.1910	16.3724	12.2793	17.8608
37,545	722.02	1,444.04	19.2539	18.0506	17.1910	12.8933	18.7538
39,422	758.12	1,516.25	20.2166	18.9531	18.0506	13.5379	19.6915
41,394	796.03	1,592.06	21.2275	19.9007	18.9531	14.2148	20.6761
43,463	835.83	1,671.66	22.2888	20.8958	19.9007	14.9256	21.7099
45,636	877.62	1,755.25	23.4033	21.9406	20.8958	15.6718	22.7954
47,918	921.50	1,843.01	24.5734	23.0376	21.9406	16.4554	23.9352
50,314	967.58	1,935.16	25.8021	24.1895	23.0376	17.2782	25.1319
52,830	1,015.96	2,031.92	27.0922	25.3989	24.1895	18.1421	26.3885
55,471	1,066.76	2,133.51	28.4468	26.6689	25.3989	19.0492	27.7079
58,245	1,120.09	2,240.19	29.8692	28.0023	26.6689	20.0017	29.0933
61,157	1,176.10	2,352.20	31.3626	29.4025	28.0023	21.0018	30.5480
64,215	1,234.90	2,469.81	32.9308	30.8726	29.4025	22.0518	32.0754
67,426	1,296.65	2,593.30	34.5773	32.4162	30.8726	23.1544	33.6792
70,797	1,361.48	2,722.96	36.3062	34.0370	32.4162	24.3122	35.3631
74,337	1,429.55	2,859.11	38.1215	35.7389	34.0370	25.5278	37.1313
78,054	1,501.03	3,002.07	40.0275	37.5258	35.7389	26.8042	38.9879

Town of Chapel Hill - Section III
Titles and Grades of Town Positions, effective 10/20/2000:

<p style="text-align: center;">25</p> <p>19,911 24,483 29,867</p> <p>CW I - Construction Worker</p> <p>CW I - Drainage Maintenance Worker</p> <p>CW I - Streets Maintenance Worker</p> <p>Maintenance Assistant</p>	<p style="text-align: center;">29 (cont)</p> <p>24,202 29,758 36,303</p> <p>Materials Processor</p> <p>Permit Technician</p> <p>Planning Technician</p> <p>Purchasing Technician</p> <p>Solid Waste Equipment Operator II</p> <p>Sign and Marking Technician I</p> <p>Transit Operator II</p>	<p style="text-align: center;">33</p> <p>29,418 36,173 44,126</p> <p>Arborist</p> <p>Assistant Recreation Center Supv.</p> <p>Assistant Parking Superintendent</p> <p>Building / Electrical / Mechanical/ Plumbing / Zoning Inspector</p> <p>Construction Crew Supervisor</p> <p>Executive Assistant</p> <p>Housing Officer II</p> <p>Human Resources Specialist</p> <p>Landscape Supervisor I</p> <p>Maintenance Mechanic Level III</p> <p>Master Firefighter</p> <p>Office Manager</p> <p>Police Officer Level II</p> <p>Records Supervisor</p> <p>Recreation Specialist II</p> <p>Resident Activities Coordinator</p> <p>Resident Services Officer</p> <p>Senior GIS Technician</p> <p>Senior Mechanic</p> <p>Streets Inspector</p> <p>Transit Supervisor</p>
<p style="text-align: center;">26</p> <p>20,907 25,706 31,360</p> <p>Groundskeeper I</p> <p>Refuse Collector</p>	<p style="text-align: center;">30</p> <p>25,412 31,247 38,118</p> <p>CW IV - Lead Construction Worker</p> <p>Heavy Equipment Operator</p> <p>Horticulturist</p> <p>Solid Waste Equipment Operator III</p> <p>Senior Administrative Technician</p> <p>Senior Heavy Equipment Operator</p> <p>Transit Operator III</p>	<p style="text-align: center;">34</p> <p>30,888 37,980 46,333</p> <p>Engineering Inspector</p> <p>Fire Equipment Operator</p> <p>Police Officer Level III</p> <p>Revenue Collector</p>
<p style="text-align: center;">27</p> <p>21,952 26,992 32,928</p> <p>CW II - Construction Worker</p> <p>CW II - Drainage Maintenance Worker</p> <p>CW II - Streets Maintenance Worker</p> <p>Lifeguard</p> <p>Office Assistant</p> <p>Parking Attendant</p> <p>Recreation Assistant</p> <p>Service Attendant</p> <p>Solid Waste Equipment Operator I</p> <p>Transit Operator I</p>	<p style="text-align: center;">31</p> <p>26,683 32,810 40,024</p> <p>Accounts Payable Technician</p> <p>Administrative Assistant</p> <p>Alternative Sentencing Assistant</p> <p>Firefighter</p> <p>GIS Technician</p> <p>Housing Officer I</p> <p>Library Assistant III-Reference & Circulation</p> <p>Library Assistant III/Outreach Specialist</p> <p>Maintenance Mechanic Level II</p> <p>Maintenance Operations Specialist</p> <p>Mechanic I</p> <p>Parking Services Supervisor</p> <p>Payroll Technician</p> <p>Recreation Specialist I</p> <p>Sign and Marking Technician II</p> <p>Senior Engineering Drafting Spec</p> <p>Senior Engineering Technician</p> <p>Senior Permit Technician</p> <p>Solid Waste Inspector</p> <p>Street Cleaning & Construction Crew Leader</p> <p>Traffic Signal Technician I</p> <p>Transit Operations Support Specialist</p>	<p style="text-align: center;">35</p> <p>32,433 39,881 48,649</p> <p>Accountant</p> <p>Accountant-Housing</p> <p>Buyer</p> <p>Circulation Supervisor</p> <p>Landscape Architect</p> <p>Landscape Supervisor II</p> <p>Mechanic Supervisor</p> <p>Payroll Supervisor</p> <p>Planner</p> <p>Police Officer IV</p> <p>Senior Building / Plumbing / Mechanical Electrical / Zoning Inspector</p> <p>Senior Engineering Inspector</p> <p>Senior Planning Graphics Specialist</p> <p>Solid Waste Supervisor</p> <p>Traffic Signal Technician</p>
<p style="text-align: center;">28</p> <p>23,049 28,341 34,574</p> <p>Accounting Clerk</p> <p>Administrative Clerk</p> <p>CW III - Construction Worker</p> <p>CW III - Drainage Maintenance Worker</p> <p>CW III - Truck Driver Streets</p> <p>Groundskeeper II</p> <p>Library Assistant I</p> <p>Maintenance Repair Worker</p> <p>Parking Enforcement Officer</p> <p>Records Technician</p> <p>Right-of-way Crew Leader</p> <p>Secretary/Receptionist</p> <p>Senior Parking Attendant</p>	<p style="text-align: center;">32</p> <p>28,017 34,450 42,025</p> <p>Drainage Crew Supervisor</p> <p>Mechanic II</p> <p>Parts Manager</p> <p>Police Officer Level I</p> <p>Senior Planning Technician</p> <p>Streets Crew Supervisor</p> <p>Transit Dispatcher</p>	
<p style="text-align: center;">29</p> <p>24,202 29,758 36,303</p> <p>Accounting Technician</p> <p>Administrative Secretary</p> <p>Administrative Technician</p> <p>Assistant Arborist</p> <p>Bus Service Technician</p> <p>Customer Services Technician</p> <p>Engineering Drafting Specialist</p> <p>Engineering Technician</p> <p>Grounds Crew Leader</p> <p>Heavy Equipment Operator</p> <p>Human Resources Assistant</p> <p>Library Assistant II</p> <p>Maintenance Mechanic I</p>		

Town of Chapel Hill - Section III
Titles and Grades of Town Positions, effective 10/20/2000:

37		40		47
35,757 43,967 53,636		41,394 50,897 62,090		58,245 71,619 87,367
Alternative Sentencing Coordinator		Accounting Services Supervisor		
Assistant to the Mayor		Administrative Analyst		48
Assistant Transit Superintendent		Administrative Services Supervisor	61,157 75,198 91,736	
Buildings Program Supervisor		Assistant Fire Chief		Housing Director
Construction Supervisor		Assistant to the Manager		Library Director
Drainage Maintenance Supervisor		Battalion Chief		Inspections Director
Engineering Design Specialist		Crisis Unit Supervisor		Parks & Recreation Director
Fleet Supervisor		Forensic and Evidence Specialist		
Grants Coordinator		Head of Public Services / Asst. Library Dir.		49
Housing Maintenance Program Supt.		Landscape Operations Supt.	64,215 78,958 96,322	
Human Services Coordinator		Planning Coordinator		Engineering Director
Information Technology Analyst		Police Analyst		Finance Director
Librarian II		Police Lieutenant		Fire Chief
Recreation Supervisor		Professional Standards Officer		Human Resources Director
Senior Planner		Recreation Planner/Program Admin.		Transit Director
Streets Supervisor		Solid Waste Services Superintendent		
		Transit Superintendent		50
			67,426 82,907 101,139	
38		41		51
37,545 46,164 56,318		43,463 53,442 65,195		70,797 87,052 106,195
Assistant Fire Marshall		Admin. Analyst/Asst. Transit Director		Police Chief
Crime Prevention Officer		Assistant Housing Director		Planning Director
Crisis Counselor		Assistant Human Resources Director		Public Works Director
Fire Captain		Engineer (Traffic, Stormwater)		
Police Sergeant		Field Operations Superintendent		53
Surveyor/Project Coordinator		Information Technology Manager		78,054 95,974 117,081
		Internal Services Superintendent		Assistant Town Manager
		Planning Coordinator		
		42		
		45,636 56,115 68,455		
		Senior Planning Coordinator		
		43		
		47,918 58,920 71,877		
		Deputy Fire Chief		
		Fire Marshall		
		Police Attorney		
		Police Captain		
		Senior Engineer (Traffic, Stormwater)		
		44		
		50,314 61,865 75,471		
		Assistant Finance Director		
		45		
		52,830 64,960 79,245		
		Police Major		
		Town Clerk		

SECTION IV AUTHORIZED POSITIONS

A. Bonded Positions

<u>Positions</u>	<u>Bond</u>
Director of Finance	\$200,000
Other Employees (blanket)	\$100,000

B. Elected and Appointed Officials

<u>Position</u>	<u>No.</u>	
Mayor	1	\$ 12,500
Council Members	8	\$ 7,500
Town Manager	1	\$107,235
Town Attorney	1	\$ 99,091
Assistant to the Mayor	1	Grade 37 (part-time)

C. Full- and Part-Time Positions

<u>Positions</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
TOWN MANAGER'S OFFICE					
Assistant Town Manager	2	*	-	-	53
Town Clerk	1	*	-	-	45
Assistant to the Manager	1	*	-	-	40
Executive Assistant	1	37.5	-	-	33
Administrative Technician	1	37.5	-	-	29
Senior Administrative Technician	1	37.5	-	-	30
Secretary/Receptionist	1	37.5	-	-	28
Administrative Clerk	1	37.5	-	-	28
TOWN ATTORNEY'S OFFICE					
Executive Assistant	1	37.5	-	-	33
HUMAN RESOURCES (PERSONNEL)					
Human Resources Director	1	*	-	-	49
Assistant HR Director	1	37.5	-	-	41
Empl. Relations and Training Coord.	1	37.5	-	-	39
Employment Coordinator	1	37.5	-	-	39
Occupational Health and Safety Officer	-	-	1	20	39
Human Resources Specialist	1	37.5	-	-	33
Human Resources Assistant	1	37.5	-	-	29
Administrative Clerk	1	37.5	-	-	28

* Throughout the Ordinance, hours of department head positions are as required to perform the duties of the position, not less than 40 hours per week.

<u>Position</u>	<u>Full- Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
FINANCE					
Finance Director	1	*	-	-	49
Purchasing & Contracts Officer	1	37.5	-	-	39
Buyer	1	37.5	-	-	35
Purchasing Technician	-	-	1	20	29
Assistant Finance Director	1	37.5	-	-	44
Accounting Services Supervisor	1	37.5	-	-	40
Accountant	1	37.5	-	-	35
Payroll Supervisor	-	-	1	30	35
Accountant – Housing	1	37.5	-	-	35
Revenue Collector	1	37.5	-	-	34
Payroll Technician	-	-	1	30	31
Accounts Payable Technician	1	37.5	-	-	31
Accounting Clerk	-	-	1	20	28
Office Assistant	-	-	1	20	27
 <u>Information Systems</u>					
Information Technology Manager	1	37.5	-	-	41
Information Technology Analyst ²	2	37.5	-	-	37-39
 PLANNING					
Planning Director	1	*	-	-	51
Planning Coordinator ³	2	37.5	-	-	41-42
Planner ⁴	8	37.5	1	20	35-39
Planning Graphics Specialist ⁵	1	37.5	-	-	33-35
Office Manager	1	37.5	-	-	33
Planning Technician ⁶	1	37.5	-	-	30-32
Administrative Secretary	1	37.5	-	-	29

² Career Advancement series: Information Technology Analyst or Senior Information Technology Analyst positions authorized.

³ Career Advancement series: Planning Coordinator or Senior Planning Coordinator authorized (Long Range or Development specialization)

⁴ Career Advancement series: Principal Planner, Senior Planner, or Planner positions authorized (Transportation, Community Development or other specialization)

⁵ Career Advancement series: Senior Planning Graphics Specialist or Planning Graphics Specialist position authorized

⁶ Career Advancement series: Senior Planning Technician or Planning Technician position authorized

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
INSPECTIONS					
Inspections Director	1	*	-	-	48
Zoning Enforcement Officer ⁷	1	37.5	-	-	33-35
Inspector ⁸	6	37.5	-	-	33-35
Permits Technician ⁹	1	37.5	-	-	29-31
ENGINEERING					
Engineering Director	1	*	-	-	50
Engineer ¹⁰	2	37.5	-	-	41-43
Engineering Coordinator	2	37.5	-	-	39
Surveyor/Project Coordinator	1	37.5	-	-	38
Engineering Design Specialist	1	37.5	-	-	37
Engineering Inspector ¹¹	2	37.5	-	-	34-35
GIS Technician ¹²	1	37.5	-	-	31-33
Engineering Technician ¹³	1	37.5	-	-	29-31
Engineering Drafting Specialist ¹⁴	1	37.5	-	-	29-31
Administrative Assistant	1	37.5	-	-	31

PUBLIC WORKS

Management and Support Services Division

Public Works Director	1	*	-	-	51
Administrative Analyst	1	40	-	-	40
Landscape Architect/Urban Forester	1	40	-	-	39
Landscape Architect	1	37.5	-	-	35
Office Manager	1	37.5	-	-	33
Accounting Technician	1	37.5	-	-	29
Administrative Secretary	1	37.5	-	-	29

⁷ Career advancement series: Senior Zoning Enforcement Officer and Zoning Enforcement Officer position authorized

⁸ Career advancement series: Senior Inspector and Inspector positions authorized (Building, Plumbing, Electrical, and Mechanical Inspector specialization)

⁹ Career advancement series: Senior Permits Technician or Permits Technician position authorized

¹⁰ Career Advancement series: Engineer or Senior Engineer positions authorized (Traffic or Stormwater Management specialization)

¹¹ Career advancement series: Senior Engineering Inspector or Engineering Inspector positions authorized

¹² Career advancement series: Senior GIS Technician or GIS Technician position authorized

¹³ Career advancement series: Senior Engineering Technician or Engineering Technician position authorized

¹⁴ Career advancement series: Senior Engineering Drafting Specialist or Drafting Specialist position authorized

<u>Position</u>	<u>Full- Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	

PUBLIC WORKS, continued

Field Operations Division:*Traffic*

Traffic Program Supervisor	1	40	-	-	39
Traffic Technician ¹⁵	4	40	-	-	29-35

Construction

Construction Supervisor	1	40	-	-	37
Construction Crew Supervisor	1	40	-	-	33
Construction Worker *	10	40	-	-	25-30

Streets

Field Operations Supt.	1	40	-	-	41
Streets Supervisor	1	40	-	-	37
Streets Inspector	1	40	-	-	33
Streets Crew Supervisor	1	40	-	-	32
Construction Worker *	8	40	-	-	25-30

Right-of-way/Drainage

Drainage Maintenance Supervisor	1	40	-	-	37
Arborist	1	40	-	-	33
Drainage Crew Supervisor	1	40	-	-	32
St. Clean. & Construction Crew Supv.	1	40	-	-	31
Construction Worker *	6	40	-	-	25-30
Assistant Arborist	1	40	-	-	29

Internal Services Division:

Internal Services Superintendent	1	40	-	-	41
Administrative Analyst	1	40	-	-	40

Fleet Maintenance

Fleet Supervisor	1	40	-	-	37
Mechanic Supervisor	1	40	-	-	35
Mechanic ¹⁶	5	40	-	-	31-32
Parts Manager	1	40	-	-	32

¹⁵ Career Advancement series: Traffic Signal Technician, Levels I and II, and Sign and Marking Technician, Levels I and II are authorized

* Career Advancement series: Construction Workers in various specialties such as Truck Driver, Streets Maintenance, Heavy Equipment Operator, Senior Heavy Equipment Operator, Drainage Maintenance, Crew Leader, and Lead Construction Worker are authorized

¹⁶ Career Advancement series: Mechanic Levels I and II are authorized

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
<i>Building Maintenance</i>					
Buildings Program Supervisor	1	40	-	-	37
Maintenance Mechanic ¹⁷	6	40	-	-	29-33
Maintenance Operations Specialist	1	40	-	-	31
<u>Landscape Division:</u>					
Landscape Operations Superintendent	1	40	-	-	40
Landscape Supervisor II	1	40	-	-	35
Landscape Supervisor I	2	40	-	-	33
Horticulturist	2	40	-	-	30
Groundskeeper ¹⁸	15	40	-	-	26-29
<u>Solid Waste Services</u>					
Solid Waste Services Superintendent	1	40	-	-	40
Occupational Health and Safety Officer	-	-	1	20	39 ¹⁹
Solid Waste Services Supervisor	2	40	-	-	35
Solid Waste Inspector	1	40	-	-	31
Solid Waste Equipment Oper. III	6	40	-	-	30
Solid Waste Equipment Oper. II	11	40	-	-	29
Solid Waste Equipment Oper. I	4	40	-	-	27
Refuse Collector	17	40	-	-	26
 POLICE					
<u>Support Services</u>					
Police Chief	1	*	-	-	51
Police Major	1	40	-	-	45
Police Attorney	1	40	-	-	43
Administrative Services Supv.	1	37.5	-	-	40
Police Analyst	1	37.5	-	-	40
Police Lieutenant	1	40	-	-	40
Crime Prevention Officer ²⁰	1	40	-	-	38
Crisis Unit Supervisor	1	37.5	-	-	40
Crisis Counselor	3	37.5	-	-	38
Human Services Coordinator	1	37.5	-	-	37
Alternative Sentencing Coord.	1	37.5	-	-	37

¹⁷ Career Advancement series: Maintenance Mechanic Levels I, II, and III authorized

¹⁸ Career Advancement series: Groundskeeper, Levels I and II, and Grounds Crew Leader positions authorized

¹⁹ NOTE: The employee in this position is employed full-time; half of the funding for the full-time position is provided through an interlocal agreement with the Town of Carrboro; half of the position's time is spent working in Carrboro.

²⁰ The officer serving as Crime Prevention Officer may be a Police Officer II, III, IV, or Sergeant, and will receive special assignment pay equivalent to grade 38.

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
Resident Activities Coordinator	1	37.5	-	-	33
Records Supervisor	1	37.5	-	-	33
Administrative Assistant	1	37.5	-	-	31
Alternative Sentencing Assistant	1	37.5	-	-	31
Customer Service Technician	4	38.5	-	-	29
Records Technician	2	37.5	-	-	28
<u>Patrol Division:</u>					
Police Captain	1	40	-	-	43
Police Lieutenant	5	42	-	-	40
Police Sergeant	8	42	-	-	38
Police Officer ²¹	75	42	-	-	32-35
<u>Investigations Division:</u>					
Police Captain	1	40	-	-	43
Police Lieutenant	2	42	-	-	40
Forensic and Evidence Specialist	1	40	-	-	40
Police Officer	11	42	-	-	32-35
Administrative Secretary	1	37.5	-	-	29
FIRE					
<u>Administration Division</u>					
Fire Chief	1	*	-	-	50
Deputy Fire Chief	1	40	-	-	43
Asst. Fire Chief	1	40	-	-	40
Administrative Assistant	1	37.5	-	-	31
<u>Life Safety Division</u>					
Battalion Chief	3	56	-	-	40
Fire Captain	15	56	-	-	38
Fire Equip. Oper./Firefighter ²²	42	56	-	-	31-34
<u>Life Safety Division:</u>					
Deputy Fire Chief / Fire Marshall	1	40	-	-	43
Fire Captain / Asst. Fire Marshall	2	40	-	-	38

²¹ *Career Advancement series: Police Officer Levels I, II, III, and IV positions authorized. In addition, other Police Department positions may receive additional pay for special assignments such as crime prevention, professional standards, career advancement coordination, or other assignments, irrespective of the Officer's rank.

²² Career Advancement series: Fire Equipment Operator, Master Firefighter, and Firefighter positions authorized. (3 Captains and 3 Firefighters/Equipment Operators authorized in 4th quarter of 2000-2001)

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
PARKS AND RECREATION					
<u>Administration:</u>					
Parks and Recreation Director	1	*	-	-	48
Recreation Planner/Program Admin	1	37.5	-	-	40
Office Manager	1	40	-	-	33
Administrative Secretary	1	37.5	-	-	29
Office Assistant	-	-	1	20	27
<u>General Recreation</u>					
Recreation Supervisor ²³	4	37.5/40	-	-	37
Recreation Specialist ²⁴	3	37.5	3	20/25	31-33
Asst. Recreation Center Superv.	2	40	-	-	33
Lifeguard	1	40	-	-	27
Recreation Assistant	3	37.5	1	20	27
Maintenance Assistant	1	40	-	-	25
LIBRARY					
Library Director	1	*	-	-	48
Head of Public Services/Asst. Director	1	37.5	-	-	40
Librarian Supervisor ²⁵	2	37.5	1	30	39
Librarian ²⁶	-	-	2	30	37
Circulation Supervisor	1	37.5	1	30	35
Office Manager	1	37.5	-	-	33
Library Assistant I-III ²⁷	7	37.5	15	20-25	28-31
Materials Processor	1	37.5	3	20-25	29
HOUSING					
Housing Director	1	*	-	-	47?
Asst. Housing Director	1	37.5	-	-	41
Housing Officer II	1	37.5	-	-	33
Resident Services Officer	1	37.5	-	-	33
Administrative Assistant	1	37.5	-	-	31
Housing Officer I	1	37.5	-	-	31

²³ Specialty titles for positions authorized: 2 Community Center Supervisors, 1 Recreation Supervisor-Athletics, 1 Recreation Supervisor - Marketing

²⁴ Career Advancement series: Recreation Specialist I and II positions in various specialties such as Athletics, Special Olympics, and Special Events authorized

²⁵ Division Supervisor positions Head of Children's Services, Head of Technical Services and Head of Reference Services authorized

²⁶ Specialist positions as Reference Librarian, Children's Librarian and Acquisitions Librarian authorized

²⁷ Career Advancement series: Library Assistant I, II, and III positions authorized in various specialist positions such as Outreach Specialist, Reference and Circulation authorized

<u>Position</u>	<u>Full-Time</u>		<u>Part-Time</u>		<u>Grade No.</u>
	<u>No.</u>	<u>Hrs.</u>	<u>No.</u>	<u>Hrs.</u>	
HOUSING continued					
<u>Maintenance Division</u>					
Housing Maint. Program Supt	1	40	-	-	37
Maintenance Mechanic ²⁸ 29-33		7	40	-	-
Administrative Clerk	1	37.5	-	-	28
Maintenance Repair Worker	2	40	-	-	28
TRANSPORTATION					
<u>Parking</u>					
Parking Services Superintendent	1	40	-	-	39
Assistant Parking Superintendent	1	37.5	-	-	33
Parking Services Supervisor	1	37.5	-	-	31
Parking Enforcement Officer	3	37.5	-	-	28
Records Technician	1	37.5	-	-	28
Senior Parking Lot Attendant	1	37.5	-	-	28
Parking Lot Attendant	4	37.5	-	-	27
<u>Administration Division:</u>					
Transportation Director	1	*	-	-	49
Admin Analyst/Asst Transit Dir.	1	37.5	-	-	41
Grants Coordinator	1	37.5	-	-	37
Administrative Secretary	1	37.5	-	-	29
<u>Transit Operations Division:</u>					
Transit Operations Superintendent	1	40	-	-	40
Asst. Transit Operations Supt.	1	40	-	-	37
Transit Supervisor	4	40	-	-	33
Transit Dispatcher	4	40	1	varies	32
Transit Operations Support Specialist	1	37.5	-	-	31

²⁸ Career Advancement series: Maintenance Mechanic Levels I, II, and III authorized

<u>Position</u>	<u>No.</u> Full-Time	<u>Hrs.</u>	<u>No.</u> Part-Time	<u>Hrs.</u>	<u>Grade No.</u>
TRANSPORTATION continued					
Transit Oper III (E.Z. Rider)	6	40	2	-	30
Transit Operator II	57	37.5-40	33	varies	29
Transit Oper I (Shared Ride)	3	37.5-40	5	varies	27
<u>Equipment Maintenance:</u>					
Transit Maintenance Supt.	1	40	-	-	39
Mechanic Supervisor	2	40	-	-	35
Senior Mechanic	1	40	-	-	33
Mechanic ²⁹	5	40	-	-	31-32
Parts Manager	1	40	-	-	32
Bus Service Technician	1	40	-	-	29
Service Attendant	7	40	-	-	27

²⁹ Career Advancement series: Mechanic I and Mechanic II positions authorized.

D: Specific Contract Classifications *

<u>General</u>	<u>No.</u>	<u>Hrs.</u>	<u>Salary</u>
Transit Operator	varies	avg 6-40	Grade 27-29
Equipment Operator	2	varies	Grade 27-30
Mosquito Control Officer	1	seasonal	\$8.50 - \$12.50
Reserve Police Officer	varies	8-10 month	\$15-17 /hr.
Library Assistant I	5	10-15	Grade 28
Library Assistant II (summer months)	2	20	Grade 29
Library Assistant I (summer months)	2	20	Grade 28
Library Aide (summer months)	2	20	from \$8.36 - \$11.08
Library Page	varies	10-20	from \$6.25
Maintenance Aide I	varies	40	from \$9.00
Parking Attendant	varies	less than 20	Grade 27
Security Patrol Monitor	varies	varies	\$8.00 - \$12.00/hr.
School Crossing Guard	5	3/day	\$8.00 - \$12.00/hr.
Student Intern	varies	varies	\$5.75- \$17.00/hr.
Legal Assistant	1	10	Grade 40
Relief Crisis Counselor	varies	25-50/mo.	from \$16.00/hr.
 <u>Parks and Recreation</u>			
Recreation Program Assistant	varies	20-40	\$6.00-15.00/hr.
Class Instructor	varies	varies	\$6.00 - \$15.00/hr.
Athletic Supervisor	varies	varies	\$6.00 - \$10.00/hr.
Game Official	varies	varies	\$7.00 - \$16.00/game
Gym/Center Supervisor (MAE)	varies	varies	from \$6.25/hr.
Scorer-Timer	varies	varies	\$5.75 - \$10.00/game
Aquatic Specialist	varies	varies	\$7.00 - \$13.00/hr.
Desk Attendant	varies	varies	from \$9.00/hr.
Cashier (summer)	3	10-40	from \$6.00/hr.
Climbing Wall Attendant	varies	varies	from \$7.00/hr.
Climbing Wall Supervisor	varies	varies	from \$8.50/hr.
Activity Specialist (6-8 summer weeks)	25	varies	\$7.00 – \$9.50/hr.
Activity Director /Asst. Director	5	varies	\$8.00 - \$12.00/hr.

*Other titles and salaries, including those of regular classifications may be used for contract positions on a temporary basis, as approved by the Manager.

SECTION V: GENERAL PROVISIONS

All Town employees shall be paid bi-weekly or weekly. The Finance Director shall issue warrants for payments of all claim for compensation when approved by the Town Manager and within the appropriation, and shall issue warrants bi-weekly for payments of compensation of members of the Council and the Mayor upon certification of the correctness of the amounts.

SECTION VI : OVERTIME COMPENSATION

The Town complies with the Fair Labor Standards Act (FLSA) provisions governing overtime compensation for eligible employees.

The Manager, following FLSA regulations, shall determine which jobs are "non-exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions. Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period); hours worked beyond the FLSA established limit will be paid at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for non-exempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be paid in accordance with the Fair Labor Standards Act. However, in accordance with FLSA and when approved in advance by the Manager, non-exempt employees may be allowed to accrue compensatory time in lieu of being paid overtime. This compensatory time must be accrued as an hour-and-a-half off for every hour of overtime worked.

Employees in positions determined to be "exempt" from the Fair Labor Standards Act (as Executive, Administrative, or Professional staff) will not normally receive pay for hours worked in excess of their normal work periods. These employees may be granted compensatory leave by their department heads where the convenience of the department allows. However, where authorized by the Town Manager and where the Town receives reimbursement from other agencies which could be used for payment for hours worked by exempt employees, these employees may elect to receive pay or be granted compensatory leave for hours worked in excess of their normal work periods.

SECTION VII: CALLBACK PAY

Employees in classes eligible for overtime compensation whose supervisors require them, because of emergencies, to report to work at times which are not merely an extension of their normal work days will be paid for a minimum of two hours of work, even if their actual work time was shorter. Extensions of employees' normal work days, either by their being required to report early or by their being required to work beyond their normal quitting times, shall be covered by the overtime/compensatory leave provisions of Section VI of this ordinance.

SECTION VIII: ON-CALL PAY

Employees who are required by their departments to be on-call for a designated period of time in order to respond to after-hour emergencies will be compensated at a rate of \$.90 (90 cents) per hour for each hour of off-duty/on-call time. If employees are required to report to work following a call-back, the provisions of Section VII, Callback Pay, shall apply.

SECTION IX :LONGEVITY PAY

The Town will recognize the length of service of its full-time employees with a longevity payment, effective in December. Payment shall be based on the following schedule:

At least 5 years, not more than 10 years of service	\$ 500
At least 10 years, not more than 15 years of service	\$ 650
At least 15 years, not more than 20 years of service	\$ 800
At least 20, not more than 25 years of service	\$1,000
At least 25 or more years of service	\$1,200

Part-time employees' payments will be prorated based on their hours of work, as specified in policies approved by the Manager.

An employee's eligibility for longevity pay will be based on his/her total Town service as of December 1 of each year.

SECTION X: 401(K) PROGRAM

The Town will contribute 5% of gross salary for full- and part-time employees to an account with the State of North Carolina's 401(K) (tax deferred savings) program, coincident with that employee's membership in the NC Local Government Employees' Retirement System.

SECTION XI: EFFECTIVE DATE

This Ordinance is effective October 20, 2000

This the 26th day of June, 2000.