

**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 July 1, 2000 (2000-06-26/O-9)**

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 *	MAXIMUM RATE *
11			19,958	21,155	21,955	22,785		24,896
12	HIRING RATE *	PROB STEP *	STEP 1	STEP 2	STEP 3	JOB RATE *		
	20,129	21,337	22,144	22,981		23,850		26,141
13	20,332	21,552	22,367	23,212	24,089	25,000		27,448
14	20,812	22,061	22,895	23,760	24,658	25,590		28,820
15	21,276	22,553	23,406	24,291	25,209	26,162		30,261
16	22,087	23,412	24,297	25,215	26,168	27,157		31,774
17	22,861	24,233	25,149	26,100	27,087	28,111		33,363
18	24,004	25,444	26,406	27,404	28,440	29,515		35,031
19	25,204	26,716	27,726	28,774	29,862	30,991		36,783
20	26,464	28,052	29,112	30,212	31,354	32,539		38,622
21	27,787	29,454	30,567	31,722	32,921	34,165		40,553
22	29,176	30,927	32,096	33,309	34,568	35,875		42,581
23	30,635	32,473	33,700	34,974	36,296	37,668		44,710
24	32,167	34,097	35,386	36,724	38,112	39,553		46,946
25	33,775	35,802	37,155	38,559	40,017	41,530		49,293
26	35,464	37,592	39,013	40,488	42,018	43,606		51,758
27	37,237	39,471	40,963	42,511	44,118	45,786		54,346
28	39,099	41,445	43,012	44,638	46,325	48,076		57,063
29	41,054	43,517	45,162	46,869	48,641	50,480		59,916
30	43,107	45,693	47,420	49,212	51,072	53,003		62,912
31	45,262	47,978	49,792	51,674	53,627	55,654		66,058
32	47,525	50,377	52,281	54,257	56,308	58,436		69,361
33	49,901	52,895	54,894	56,969	59,122	61,357		72,829
34	52,396	55,540	57,639	59,818	62,079	64,426		76,470
35	55,016	58,317	60,521	62,809	65,183	67,647		80,294
36	57,767	61,233	63,548	65,950	68,443	71,030		84,309
37	60,655	64,294	66,724	69,246	71,863	74,579		88,524

\* **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:  
ALL EMPLOYEES  
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
19,958	383.81	767.62	10.2349	9.5952	9.1383	6.8537	9.9690
20,129	387.10	774.19	10.3226	9.6774	9.2166	6.9124	10.0544
20,332	391.00	782.00	10.4267	9.7750	9.3095	6.9821	10.1558
20,812	400.23	800.46	10.6728	10.0058	9.5293	7.1470	10.3956
21,276	409.15	818.31	10.9108	10.2288	9.7418	7.3063	10.6274
22,087	424.75	849.50	11.3267	10.6188	10.1131	7.5848	11.0325
22,861	439.63	879.27	11.7236	10.9909	10.4675	7.8506	11.4191
24,004	461.62	923.23	12.3097	11.5404	10.9908	8.2431	11.9900
25,204	484.69	969.38	12.9251	12.1173	11.5403	8.6552	12.5894
26,464	508.92	1,017.85	13.5713	12.7231	12.1172	9.0879	13.2188
27,787	534.37	1,068.73	14.2497	13.3591	12.7230	9.5422	13.8796
29,176	561.08	1,122.15	14.9621	14.0269	13.3590	10.0192	14.5734
30,635	589.13	1,178.27	15.7103	14.7284	14.0270	10.5203	15.3022
32,167	618.60	1,237.19	16.4959	15.4649	14.7285	11.0464	16.067
33,775	649.52	1,299.04	17.3205	16.2380	15.4647	11.5986	16.870
35,464	682.00	1,364.00	18.1867	17.0500	16.2381	12.1786	17.7143
37,237	716.10	1,432.19	19.0959	17.9024	17.0499	12.7874	18.5999
39,099	751.90	1,503.81	20.0508	18.7976	17.9025	13.4269	19.5300
41,054	789.50	1,579.00	21.0533	19.7375	18.7976	14.0982	20.5065
43,107	828.98	1,657.96	22.1062	20.7245	19.7376	14.8032	21.5320
45,262	870.42	1,740.85	23.2113	21.7606	20.7244	15.5433	22.6084
47,525	913.94	1,827.88	24.3718	22.8486	21.7605	16.3204	23.7388
49,901	959.63	1,919.27	25.5903	23.9909	22.8484	17.1363	24.9256
52,396	1,007.62	2,015.23	26.8697	25.1904	23.9908	17.9931	26.1718
55,016	1,058.00	2,116.00	28.2133	26.4500	25.1905	18.8929	27.4805
57,767	1,110.90	2,221.81	29.6241	27.7726	26.4501	19.8376	28.8546
60,655	1,166.44	2,332.88	31.1051	29.1611	27.7724	20.8293	30.2972

## Town of Chapel Hill - Section III: Titles and Grades of Town positions, including FLSA status

11 (19,958 / 22,785 / 24,896) Construction Worker Level I Desk Attendant Maintenance Assistant Parking Lot Attendant I	17 (22,861 / 28,111 / 33,363) Construction Worker Level V Police Information Specialist Sanitation Equipment Operator III Sanitation Inspector Secretary III Street Crew Leader Word Processor II	22 (29,176 / 35,875 / 42,581) Accounting Technician III - E Assistant Transportation Operations Superintendent Fire Equipment Operator Librarian I - E Mechanic Supervisor Police Officer Level II
12 (20,129 / 23,850 / 26,141) Clerk Groundskeeper Level I Construction Worker Level II Lifeguard Parking Lot Attendant II Sanitation Collector Level I Service Attendant I Traffic Assistant I	18 (24,004 / 29,515 / 35,031) Accounting Technician I Circulation Supervisor - E Executive Secretary - E Maintenance Mechanic Level II Personnel Technician Traffic Assistant IV	23 (30,635 / 37,668 / 44,710) Construction Supervisor - E Grants Coordinator - E Librarian II - E Police Officer Level III Recreation Supervisor - E Streets Supervisor - E
13 (20,332 / 25,000 / 27,448) Assistant Arborist Construction Worker Level III Groundskeeper Level II Information Services Technician Library Assistant I Parking Enforcement Officer Sanitation Collector Level II Sanitation Equipment Oper. Level I Secretary I	19 (25,204 / 30,991 / 36,783) Alternative Sentencing Assistant - E Arborist Assistant Recreation Center Supervisor Drafting Specialist Firefighter Level I Housing Officer I Landscape Supervisor I Office Manager - E Parts Manager Permits Technician Planning Technician Records Unit Supervisor Recreation Specialist I - E Revenue Collector Transportation Dispatcher	24 (32,167 / 39,553 / 46,946) Alternative Sentencing Coordinator - E Assistant to the Mayor - E Buildings Program Supervisor - E Engineering Inspector Evidence / ID Specialist Fleet Supervisor - E Human Services Coordinator - E Inspector Level III Planner Level I - E Police Officer Level IV Zoning Enforcement Officer
14 (20,812 / 25,590 / 28,820) Groundskeeper Level III Maintenance Mechanic Level I Purchasing Clerk Service Attendant II Shared Ride Driver Traffic Assistant II	20 (26,464 / 32,539 / 38,622) Accounting Technician II Buyer - E Housing Officer II Maintenance Mechanic Level III Mechanic Level II Parking Services Supervisor II - E Resident Services Coordinator Resident Services Officer Streets Inspector Transportation Operations Supervisor	25 (33,775 / 41,530 / 49,293) Computer Systems Analyst - E Crisis Counselor - E Fire Captain Housing Maintenance Program Superintendent - E Librarian III - E Parking Services Superintendent - E Personnel Analyst I - E Police Sergeant Traffic Program Supervisor - E
15 (21,276 / 26,162 / 30,261) Accounting Clerk Bus Driver Events Assistant Library Assistant II Library Processing Technician Maintenance Operations Specialist Personnel Assistant Records Specialist Secretary II	21 (27,787 / 34,165 / 40,553) Electronics Technician/ Mechanic Firefighter Level II GIS Technician Landscape Designer Landscape Supervisor II Police Officer Level I Recreation Specialist II - E Resident Services Officer Sanitation Supervisor Traffic Signal Technician	
16 (22,087 / 27,157 / 31,774) Construction Worker Level IV E-Z Rider Driver Engineering Assistant Groundskeeper IV Library Assistant III Library Assistant III/Outreach Specialist Mechanic Level I Parking Services Supervisor I Sanitation Equipment Operator II Traffic Assistant III Word Processor I		

26  
 (35,464 / 43,606 / 51,758)  
 Administrative Analyst - E  
 Assistant to the Manager - E  
 Engineering Design Specialist - E  
 Landfill Manager - E  
 Landscape Architect/Urban Forester  
 - E  
 Personnel Analyst II - E  
 Planner Level II - E  
 Occupational Health and Safety  
 Coordinator - E

27  
 (37,237 / 45,786 / 54,346)  
 Assistant Fire Chief - E  
 Battalion Chief - E  
 Landscape Operations  
 Superintendent - E  
 Police Analyst - E  
 Police Lieutenant - E  
 Sanitation Superintendent - E  
 Surveyor/Project Coordinator - E  
 Transportation Maintenance  
 Superintendent - E

28  
 (39,099 / 48,076 / 57,063)  
 Assistant Housing Director - E  
 Computer System Spec/  
 Network Admin - E  
 Crisis Unit Supervisor - E  
 Field Operations Superintendent - E  
 Internal Services Superintendent - E  
 Purchasing and Contract Officer - E  
 Senior Engineering Coordinator - E  
 Senior Personnel Analyst - E  
 Senior Planner - E  
 Town Clerk - E  
 Transportation Operations  
 Superintendent - E

29  
 (41,054 / 50,480 / 59,916)  
 Accounting Services Supervisor - E  
 Deputy Fire Chief - E

30  
 (43,107 / 53,003 / 62,912)  
 Environmental Engineer - E  
 Planning Program Coordinator - E  
 Police Attorney - E  
 Police Captain - E  
 Stormwater Management Engineer -  
 E  
 Traffic Engineer - E

32  
 (47,525 / 58,436 / 69,361)  
 Accounting & Systems Manager - E  
 Police Major - E

33  
 (49,901 / 61,357 / 72,829)  
 Housing Director - E  
 Inspections Director - E  
 Library Director - E  
 Parks & Recreation Director - E

34  
 (52,396 / 64,426 / 76,470)  
 Personnel Director - E

35  
 (55,016 / 67,647 / 80,294)  
 Engineering Director - E  
 Finance Director - E  
 Fire Chief - E  
 Transportation Director - E

36  
 (57,767 / 71,030 / 84,309)  
 Planning Director - E  
 Police Chief - E  
 Public Works Director - E

37  
 (60,655 / 74,579 / 88,524)  
 Assistant Town Manager - E

## 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 24 (part-time)

## C. Full- and Part-Time Positions

<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>	
TOWN MANAGER'S OFFICE					
Assistant Town Manager	2	*	-	-	37
Town Clerk	1	*	-	-	28
Assistant to the Manager	1	*	-	-	26
Executive Secretary	1	37.5	-	-	18
Word Processor II	1	37.5	-	-	17
Word Processor I	1	37.5	-	-	16
Secretary II	1	37.5	-	-	15
Information Services Technician	1	37.5	-	-	13
TOWN ATTORNEY'S OFFICE					
Executive Secretary	1	37.5	-	-	18
PERSONNEL					
Personnel Director	1	*	-	-	34
Senior Personnel Analyst	1	37.5	-	-	28
Personnel Analyst II	1	37.5	-	-	26
Personnel Analyst I	1	37.5	-	-	25
Occupational Health & Safety Officer	-	-	1	20	26
Personnel Technician	1	37.5	-	-	18
Personnel Assistant	1	37.5	-	-	15
Secretary I	1	37.5	-	-	13

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\* hours of work as required to do the job, not less than 40 hours a 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	*	-	-	35
Accounting & Systems Mgr.	1	37.5	-	-	32
Accounting Services Supv.	1	37.5	-	-	29
Purchasing & Contracts Officer	1	37.5	-	-	28
Computer Specialist/Network Admin.	1	37.5	-	-	28
Computer Systems Analyst	2	37.5	-	-	25
Accounting Technician III	1	37.5	1	30	22
Accounting Technician II	1	37.5	-	-	20
Revenue Collector	1	37.5	-	-	19
Buyer	1	37.5	-	-	20
Accounting Technician I	-	-	1	30	18
Accounting Clerk	1	37.5	1	20	15
Purchasing Clerk	-	-	1	20	14
Clerk	-	-	1	20	12
PLANNING					
Planning Director	1	*	-	-	36
Planning Program Coordinator	2	37.5	-	-	30
Senior Planner/Planner (Level I - II)	8	37.5	1	20	24-28
Office Manager	1	37.5	-	-	19
Drafting Specialist	1	37.5	-	-	19
Planning Technician	1	37.5	-	-	19
Secretary I	1	37.5	-	-	13
INSPECTIONS					
Inspections Director	1	*	-	-	33
Zoning Enforcement Officer	1	37.5	-	-	24
Inspector (Levels I - III)	6	37.5	-	-	22-24
Permits Technician	1	37.5	-	-	19
ENGINEERING					
Engineering Director	1	*	-	-	35
Traffic Engineer	1	37.5	-	-	30
Stormwater Management Engineer	1	37.5	-	-	30
Senior Engineering Coordinator	2	37.5	-	-	28
Surveyor/Project Coordinator	1	37.5	-	-	27
Engineering Design Specialist	1	37.5	-	-	26
Engineering Inspector	2	37.5	-	-	24
GIS Technician	1	37.5	-	-	21
Drafting Specialist	1	37.5	-	-	19
Secretary III	1	37.5	-	-	17
Engineering Assistant	1	37.5	-	-	16

\*hours as required to perform job, not less than 40 hours a 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>	
<b>POLICE (SUPPORT SERVICES)</b>					
Police Chief	1	*	-	-	36
Police Major	1	40	-	-	32
Police Legal Advisor	1	37.5	-	-	30
Police Analyst	1	37.5	-	-	27
Police Lieutenant	1	37.5	-	-	27
Administrative Analyst	1	37.5	-	-	26
Crime Prevention Officer	1	42	-	-	25
Crisis Unit Supervisor	1	37.5	-	-	28
Crisis Counselor	3	37.5	-	-	25
Police Offr. (Levels I - IV)	1	42	-	-	21-24**
Human Services Coordinator	1	37.5	-	-	24
Alternative Sentencing Coord.	1	37.5	-	-	24
Resident Services Coordinator	1	37.5	-	-	20
Records Unit Supervisor	1	37.5	-	-	19
Police Information Specialist	4	38.5	-	-	17
Alternative Sentencing Assistant	1	37.5	-	-	19
Executive Secretary	1	37.5	-	-	18
Records Specialist	2	37.5	-	-	15
<b>POLICE (PATROL)</b>					
Police Captain	1	40	-	-	30
Police Lieutenant	5	42	-	-	27
Police Sergeant	8	42	-	-	25
Police Offr. (Levels I - IV)	75ss	42	-	-	21-24**
<b>POLICE (INVESTIGATIONS)</b>					
Police Captain	1	40	-	-	30
Police Lieutenant	2	42	-	-	27
Evidence and ID Specialist	1	40	-	-	24
Police Offr. (Levels I - IV)	11	42	-	-	21-24**
Secretary III	1	37.5	-	-	17
<b>FIRE (ADMINISTRATION)</b>					
Fire Chief	1	*	-	-	35
Deputy Fire Chief	1	40	-	-	29
Asst. Fire Chief	1	40	-	-	27
Secretary III	1	37.5	-	-	17

\*hours as required to perform job, not less than 40 hours a 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>	
<b>FIRE (SUPPRESSION)</b>					
Battalion Fire Chief	3	56	-	-	27
Fire Captain	15	56	-	-	25
Fire Equip. Oper./Firefighter	42	56	-	-	19-22**
<b>FIRE (PREVENTION)</b>					
Deputy Fire Chief	1	40	-	-	29
Fire Captain	2	40	-	-	25
<b>PUBLIC WORKS (MANAGEMENT AND SUPPORT SERVICES)</b>					
Public Works Director	1	*	-	-	36
Landscape Architect/Urban Forester	1	40	-	-	26
Administrative Analyst	1	40	-	-	26
Occupational Health & Safety Officer	-	-	-	20	26 <sup>1</sup>
Office Manager	1	37.5	-	-	19
Landscape Designer	1	37.5	-	-	21
Accounting Clerk	1	37.5	-	-	15
Secretary II	1	37.5	-	-	15
<b>PUBLIC WORKS (INTERNAL SERVICES)</b>					
Internal Services Superintendent	1	40	-	-	28
Administrative Analyst	1	40	-	-	26
Buildings Program Supervisor	1	40	-	-	24
Fleet Supervisor	1	40	-	-	24
Mechanic Supervisor	1	40	-	-	22
Maintenance Mech. (Levels I - III)	6	40	-	-	14-20
Mechanic (Levels I - II)	5	40	-	-	16-20
Parts Manager	1	40	-	-	19
Maintenance Operations Specialist	1	40	-	-	15
<b>PUBLIC WORKS (SOLID WASTE SERVICES)</b>					
Sanitation Superintendent	1	40	-	-	27
Sanitation Supervisor	2	40	-	-	21
Sanitation Equipment Oper. III	6	40	-	-	17
Sanitation Inspector	1	40	-	-	17
Sanitation Equipment Oper. II	11	40	-	-	16
Sanitation Equipment Oper. I	4	40	-	-	13
Sanitation Collector (Levels I - II)	17	40	-	-	12-13

<sup>1</sup> 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.

\*\*hours as required to perform job, not less than 40 hours a week.

<u>Position</u>	<u>Full-Time</u> <u>No.</u> <u>Hrs.</u>	<u>Part-Time</u> <u>No.</u> <u>Hrs.</u>	<u>Grade No.</u>
<b>PUBLIC WORKS (FIELD OPERATIONS)</b>			
<u>Construction</u>			
Construction Supervisor	1 40	- -	23
Construction Worker (Levels III-V)	11 40	- -	13-17
<u>Streets</u>			
Field Oper. Supt.	1 40	- -	28
Streets Supervisor	1 40	- -	23
Streets Inspector	1 40	- -	20
Streets Crew Leader	1 40	- -	17
Construction Worker (Levels I - V)	8 40	- -	11-17
<u>Traffic</u>			
Traffic Program Supervisor	1 40	- -	25
Traffic Signal Technician	1 40	- -	21
Traffic Assistant (Levels I-IV)	3 40	- -	12-18
<u>Right-of-way/Drainage</u>			
Streets Supervisor	1 40	- -	23
Arborist	1 40	- -	19
Construction Worker (Levels I - V)	8 40	- -	11-17
Assistant Arborist	1 40	- -	13
<b>PUBLIC WORKS (LANDSCAPE)</b>			
Superintendent	1 40	- -	27
Landscape Supervisor II	1 40	- -	21
Landscape Supervisor I	2 40	- -	19
Groundskeeper (Levels I - IV)	17 40	- -	11-16
<b>PARKS AND RECREATION</b>			
Parks and Recreation Director	1 *	- -	33
Administrative Analyst	1 37.5	- -	26
Recreation Supervisor	4 37.5/40	- -	23
Recreation Specialist II	2 37.5	- -	21
Recreation Specialist I	- -	3 25/30	19
Office Manager	1 40	- -	19
Asst. Recreation Center Superv.	2 40	- -	19
Secretary II	1 37.5	- -	15
Secretary I	- -	1 20	13
Lifeguard	1 40	- -	12
Desk Attendant	3 37.5	1 20	11
Maintenance Assistant	1 40	- -	11

\*hours as required to perform job, not less than 40 hours a 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>	
<b>TRANSPORTATION (ADMINISTRATION)</b>					
Transportation Director	1	*	-	-	35
Administrative Analyst	1	37.5	-	-	26
Grants Coordinator	1	37.5	-	-	23
Secretary III	1	37.5	-	-	17
<b>TRANSPORTATION (OPERATIONS)</b>					
Transportation Operations Supt.	1	40	-	-	28
Asst. Transporta. Operat. Supt.	1	40	-	-	22
Transportation Operat. Superv.	4	40	-	-	20
Transportation Dispatcher	4	40	1	varies	19
Secretary III	1	37.5	-	-	17
E.Z. Rider Driver	6	40	2	-	16
Bus Driver	57	37.5-40	33	varies	15
Shared Ride Driver	3	37.5-40	5	varies	14
<b>TRANSPORTATION (EQUIPMENT MAINTENANCE)</b>					
Trans. Maintenance Superintendent	1	40	-	-	27
Mechanic Supervisor	2	40	-	-	22
Electronics Technician/Mechanic	1	40	-	-	21
Mechanic (Levels I - II)	5	40	-	-	16-20
Parts Manager	1	40	-	-	19
Service Attendant II	1	40	-	-	14
Service Attendant I	5	40	-	-	12
<b>TRANSPORTATION (PARKING)</b>					
Parking Services Superintendent	1	40	-	-	25
Parking Services Supervisor II	1	37.5	-	-	20
Parking Services Supervisor I	1	37.5	-	-	16
Records Specialist	1	37.5	-	-	15
Parking Enforcement Officer	3	37.5	-	-	13
Parking Lot Attendant II	1	37.5	-	-	12
Parking Lot Attendant I	4	37.5	-	-	11
<b>LIBRARY</b>					
Library Director	1	*	-	-	33
Librarian III	3	37.5	1	30	25
Librarian II	-	-	1	30	23
Librarian I	-	-	1	30	22
Office Manager	1	37.5	-	-	19
Circulation Supv.	1	37.5	1	30	18
Library Assistant III	2	37.5	2	20	16
Library Asst. III/Outreach Specialist	2	37.5	2	20	16
Library Assistant II	3	37.5	-	-	15

\*hours as required to perform job, not less than 40 hours a 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>	
Library Processing Technician	1	37.5	3	20-25	15
Library Assistant I	-	-	11	20-25	13

## HOUSING

Housing Director	1	*	-	-	33
Asst. Housing Director	1	37.5	-	-	28
Housing Mainte. Prog. Superint.	1	40	-	-	25
Resident Services Officer	1	37.5	-	-	20
Maintenance Mechanic (Lvl. I-III)	7	40	-	-	14-20
Housing Officer II	1	37.5	-	-	20
Housing Officer I	1	37.5	-	-	19
Secretary III	1	37.5	-	-	17
Maintenance Clerk	1	37.5	-	-	12
Construction Worker (Level I - III)	2	40	-	-	11-13

D. Specific Contract Classifications\*

<u>General</u>	<u>No.</u>	<u>Hrs.</u>	<u>Salary</u>
Bus Driver	varies	avg 6-40	Grade 15
Special Events Driver	varies	avg 10-15	Grade 15
Shared-Ride Driver	varies	varies	Grade 14
Equipment Operator	2	varies	Grade 13-19
Mosquito Control Officer	1	seasonal	\$8.50 - \$12.50
Reserve Police Officer	varies	8-10 month	\$15-17 /hr.
Library Assistant I	7	10-15	Grade 13
Library Assistant II (summer months)	2	20	Grade 15
Library Aide (summer months)	2	20	\$8.36 - \$11.08
Library Page	varies	10-20	from \$6.25
Maintenance Aide I	varies	40	from \$9.00
Parking Lot Attendant	varies	less than 20	Grade 11
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 25
Relief Crisis Counselor	varies	25-50/mo.	from \$15.00/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. Also, number of positions and the hours of those titles listed above may vary; however, estimates are given.

## 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 over-time. 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 over-time/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 Employee's Retirement System.

## SECTION XI: EFFECTIVE DATE

This the 26<sup>th</sup> day of June, 2000.