

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, 2004 (2004-06-14/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

	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	OPEN RANGE	MAX
25	20,816	22,065	22,899	23,765	24,663	25,595		31,224
26	21,857	23,168	24,044	24,953	25,896	26,875		32,785
27	22,950	24,327	25,246	26,200	27,191	28,219		34,424
28	24,097	25,543	26,508	27,510	28,550	29,630		36,146
29	25,302	26,820	27,834	28,886	29,978	31,111		37,953
30	26,567	28,161	29,226	30,330	31,477	32,667		39,851
31	27,895	29,569	30,687	31,847	33,051	34,300		41,843
32	29,290	31,048	32,221	33,439	34,703	36,015		43,935
33	30,755	32,600	33,832	35,111	36,438	37,816		46,132
34	32,292	34,230	35,524	36,867	38,260	39,706		48,439
35	33,907	35,941	37,300	38,710	40,173	41,692		50,861
36	35,602	37,739	39,165	40,646	42,182	43,776		53,404
37	37,383	39,625	41,123	42,678	44,291	45,965		56,074
38	39,252	41,607	43,180	44,812	46,506	48,263		58,878
39	41,214	43,687	45,338	47,052	48,831	50,677		61,821
40	43,275	45,871	47,605	49,405	51,272	53,210		64,912
41	45,439	48,165	49,986	51,875	53,836	55,871		68,158
42	47,711	50,573	52,485	54,469	56,528	58,665		71,566
43	50,096	53,102	55,109	57,192	59,354	61,598		75,144
44	52,601	55,757	57,865	60,052	62,322	64,678		78,901
45	55,231	58,545	60,758	63,055	65,438	67,912		82,847
46	57,993	61,472	63,796	66,207	68,710	71,307		86,989
47	60,892	64,546	66,986	69,518	72,145	74,873		91,338
48	63,937	67,773	70,335	72,994	75,753	78,616		95,905
49	67,134	71,162	73,852	76,643	79,540	82,547		100,701
50	70,490	74,720	77,544	80,475	83,517	86,674		105,736
51	74,015	78,456	81,421	84,499	87,693	91,008		111,022
52	77,716	82,379	85,492	88,724	92,078	95,558		116,573
53	81,601	86,497	89,767	93,160	96,682	100,336		122,402
54	85,681	90,822	94,255	97,818	101,516	105,353		128,522
55	89,966	95,363	98,968	102,709	106,592	110,621		134,948

*Terms used in the salary schedule: Step 0(Hiring Rate) is the minimum of the range, and is the salary at which most new hires should be paid. Step 1(Probationary 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 3.78% between steps. Movement from one step to the next is based on performance that meets standards. Step 5 (Job Rate) is approximately the midpoint of the salary range. 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: SCHEDULE OF HOURLY RATES AT THE MINIMUM OF THE GRADE

	ANNUAL	WKLY	BI-WKLY	37.5 HRLY	38.5 HRLY	40 HRLY	42 HRLY	56 HRLY
25	20,816	400.31	800.62	10.6749	10.3976	10.0077	9.5311	7.1484
26	21,857	420.32	840.65	11.2086	10.9175	10.5081	10.0077	7.5058
27	22,950	441.34	882.68	11.7690	11.4634	11.0335	10.5081	7.8811
28	24,097	463.41	926.81	12.3575	12.0365	11.5852	11.0335	8.2751
29	25,302	486.58	973.15	12.9754	12.6384	12.1644	11.5852	8.6889
30	26,567	510.91	1,021.81	13.6241	13.2703	12.7726	12.1644	9.1233
31	27,895	536.45	1,072.90	14.3053	13.9338	13.4113	12.7726	9.5795
32	29,290	563.27	1,126.55	15.0206	14.6305	14.0818	13.4113	10.0584
33	30,755	591.44	1,182.87	15.7716	15.3620	14.7859	14.0818	10.5614
34	32,292	621.01	1,242.02	16.5602	16.1301	15.5252	14.7859	11.0894
35	33,907	652.06	1,304.12	17.3882	16.9366	16.3015	15.5252	11.6439
36	35,602	684.66	1,369.32	18.2577	17.7834	17.1166	16.3015	12.2261
37	37,383	718.90	1,437.79	19.1705	18.6726	17.9724	17.1166	12.8374
38	39,252	754.84	1,509.68	20.1291	19.6062	18.8710	17.9724	13.4793
39	41,214	792.58	1,585.16	21.1355	20.5865	19.8145	18.8710	14.1532
40	43,275	832.21	1,664.42	22.1923	21.6159	20.8053	19.8145	14.8609
41	45,439	873.82	1,747.64	23.3019	22.6967	21.8455	20.8053	15.6040
42	47,711	917.51	1,835.03	24.4670	23.8315	22.9378	21.8455	16.3842
43	50,096	963.39	1,926.78	25.6904	25.0231	24.0847	22.9378	17.2034
44	52,601	1,011.56	2,023.12	26.9749	26.2742	25.2889	24.0847	18.0635
45	55,231	1,062.14	2,124.27	28.3236	27.5879	26.5534	25.2889	18.9667
46	57,993	1,115.24	2,230.48	29.7398	28.9673	27.8811	26.5534	19.9150
47	60,892	1,171.00	2,342.01	31.2268	30.4157	29.2751	27.8811	20.9108
48	63,937	1,229.55	2,459.11	32.7881	31.9365	30.7389	29.2751	21.9563
49	67,134	1,291.03	2,582.06	34.4275	33.5333	32.2758	30.7389	23.0541
50	70,490	1,355.58	2,711.17	36.1489	35.2100	33.8896	32.2758	24.2069
51	74,015	1,423.36	2,846.73	37.9564	36.9705	35.5841	33.8896	25.4172
52	77,716	1,494.53	2,989.06	39.8542	38.8190	37.3633	35.5841	26.6881
53	81,601	1,569.26	3,138.52	41.8469	40.7599	39.2314	37.3633	28.0225
54	85,681	1,647.72	3,295.44	43.9392	42.7979	41.1930	39.2314	29.4236
55	89,966	1,730.11	3,460.21	46.1362	44.9378	43.2527	41.1930	30.8948

35(cont)	40	46
33,907 41,692 50,861	43,275 53,210 64,912	57,993 71,307 86,989
Supervisor-Solid Waste	Administrative Analyst	Assistant Director-Finance
Traffic Signal Technician III	Administrative Captain/Fire	
	Assistant Director-Inspections	47
	Assistant Fire Chief-Training	60,892 74,873 91,338
36	Asst. Dir.-Library/Head of Public Svcs	Town Clerk
35,602 43,776 53,404	Battalion Chief	
Police Officer IV	Forensic Evidence Specialist, Senior	48
	Police Analyst	63,937 78,616 95,905
37	Supervisor-Administrative Services	Director-Housing
37,383 45,965 56,074	Supervisor-Crisis Unit	Director-Inspections
Coordinator-Alternative Sentencing	Town Information Officer	Director-Library
Coordinator-Grants	Transit Operations Manager	Director-Parks and Recreation
Coordinator-Human Services		
Coordinator-Marketing/Active Living by Design	41	49
Coordinator-Purchasing	45,439 55,871 68,158	67,134 82,547 100,701
Coordinator-Transit Operations	Assistant Director-Human Resources	Director-Engineering
Engineering Design Specialist	Assistant Director-Parks & Recreation	Director-Finance
Human Resources Specialist III	Assistant Director-Transit Maint	Director-Human Resources
Information Technology Analyst	Assistant Director-Transportation	Director-Information Technology
Librarian II	Coordinator-Housing Ops/Special Proj.	Fire Chief
Mayoral Aide	Engineer I	
Planner, Senior	Police Lieutenant	50
Supervisor-Buildings Program		70,490 86,674 105,736
Supervisor-Construction	42	
Supervisor-Drainage Maintenance	47,711 58,665 71,566	51
Supervisor-Fleet	Accounting Services Manager	74,015 91,008 111,022
Supervisor-Recreation	Coordinator-Planning, Senior	Director-Planning
Supervisor-Streets	Engineer II	Director-Public Works
	Network & Telecomm. Analyst	Director-Transportation
38		Police Chief
39,252 48,263 58,878		
Accountant		
Assistant Fire Marshall	43	
Coordinator-Surveyor/Project	50,096 61,598 75,144	52
Crisis Counselor	Deputy Fire Chief	77,716 95,558 116,573
Fire Captain	Engineer III	
Forensic Evidence Specialist	Fire Marshall	53
Maintenance Services Manager	Landscape Architect/Urban Forester	81,601 100,336 122,402
	Police Attorney	Assistant Town Manager
	Police Captain	Deputy Town Manager
39	Superintendent-Landscape Operations	
41,214 50,677 61,821	Superintendent-Solid Waste Services	
Coordinator-Engineering		54
Coordinator-Marketing		85,681 105,353 128,522
Coordinator Safety & Training	44	
Information Tech. Analyst, Senior	52,601 64,678 78,901	55
Occupational Health & Safety Officer	Superintendent-Field Operations	89,966 110,621 134,948
Planner-Principal	Superintendent-Internal Service	
Police Sergeant		
Superintendent-Parking	45	
Superintendent-Transit Maintenance	55,231 67,912 82,847	
Supervisor-Librarian	Police Major	

SECTION IV: AUTHORIZED POSITIONS

A. Bonded Positions

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

B. Elected and Appointed Officials

<u>Position</u>	<u>No.</u>	<u>Salary</u>
Mayor	1	\$18,305
Council Members	8	\$10,952
Town Manager	1	\$131,852
Town Attorney	1	\$119,865
Mayoral Aide	1	Grade 37

C. Full and Part Time Positions

		Full Time		Part Time		Grade
	FTE	No.	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
TOWN MANAGER'S OFFICE						
Deputy Town Manager	1.00	1	*	-	-	53
Assistant Town Manager	1.00	2	*	-	-	53
Town Information Officer	1.00	1	*	-	-	40
Executive Assistant	1.00	1	37.5	-	-	35
Secretary/Receptionist	1.00	1	37.5	-	-	28
TOWN CLERK'S OFFICE						
Town Clerk	1.00	1	*	-	-	47
Deputy Town Clerk	1.00	1	37.5	-	-	33
Administrative Technician ¹	1.00	1	37.5	-	-	29-30
Administrative Clerk	1.53	1	37.5	1	20	28
TOWN ATTORNEY'S OFFICE						
Executive Assistant	1.00	1	37.5			35
HUMAN RESOURCES						
Director-Human Resources	1.00	1	*	-	-	49
Asst. Director- Human Resources	1.00	1	37.5	-	-	41
Occup. Health & Safety Officer	1.00	1	37.5	-	-	39
Human Resources Specialist ²	3.00	3	37.5	-	-	30-37
Secretary/Receptionist	1.00	1	37.5	-	-	28
Administrative Clerk	1.00	1	37.5	-	-	28
FINANCE						
Director-Finance	1.00	1	*	-	-	49
Asst. Director-Finance	1.00	1	37.5	-	-	46
Accounting Services Manager	1.00	1	37.5	-	-	42
Administrative Analyst	1.00	1	37.5	-	-	40
Accountant	2.00	1	37.5	-	-	38
Purchasing Coordinator	1.00	1	37.5	-	-	37
Payroll Supervisor	1.00	1	37.5	-	-	35
Revenue Collector	1.00	1	37.5	-	-	33
Accounting Technician II	1.80	1	37.5	1	30	31
Purchasing Technician	1.00	1	37.5	-	-	31
Accounting Clerk	0.53	-	-	1	20	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

1 Career Advancement Series: Administrative Technician or Senior Administrative Technician positions authorized.

2 Career Advancement Series: Human Resources Specialist I ,II and III authorized

		Full Time		Part Time		Grade
	<u>FTE</u>	<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
Parking Services						
Superintendent-Parking Services	1.00	1	40	–	–	39
Asst. Supt.- Parking Services	1.00	1	37.5	–	–	33
Supervisor-Parking Services	1.00	1	37.5	–	–	31
Parking Enforcement Officer	3.00	3	37.5	–	–	28
Records Technician	1.80	1	37.5	1	30	28
Parking Lot Attendant, Sr	1.00	1	37.5	–	–	28
Parking Lot Attendant	4.00	4	37.5	–	–	27
INFORMATION TECHNOLOGY						
Director-Information Technology	1.00	1	*	–	–	49
Network/Telecom Analyst	1.00	1	37.5	–	–	42
Information Technology Analyst ³	4.00	4	37.5	–	–	37-39
PLANNING						
Director-Planning	1.00	1	*	–	–	51
Coordinator-Planning ⁴	2.00	2	37.5	–	–	41-42
Planner ⁵	9.53	9	37.5	1	20	35-39
Planning Graphics Specialist ⁶	1.00	1	37.5	–	–	33-35
Office Manager	1.00	1	37.5	–	–	33
Planning Technician ⁷	1.00	1	37.5	–	–	31-33
Administrative Secretary	1.00	1	37.5	–	–	29
Accounting Technician II**	0.66	–	–	1	25	31
INSPECTIONS						
Director-Inspections	1.00	1	*	–	–	48
Asst. Director-Inspections	1.00	1	37.5	–	–	40
Code Enforcement Officer ⁸	2.00	2	37.5	–	–	33-35
Inspector ⁹	5.00	5	37.5	–	–	33-35
Permits Technician ¹⁰	1.00	1	37.5	–	–	29-31
Administrative Clerk	0.53	–	–	1	20	28
ENGINEERING						
Director-Engineering	1.00	1	*	–	–	49
Engineer ¹¹	4.00	4	37.5	–	–	41-43

³ Career Advancement Series: Information Technology Analyst or Senior Information Technology Analyst positions authorized; one effective January 1, 2005

⁴ Career Advancement Series: Planning Coordinator or Senior Planning Coordinator authorized (Long Range or Development specialization)

⁵ Career Advancement Series: Planner, Principal Planner, Senior Planner positions authorized (Transportation, Community Development or other specialization)

⁶ Career Advancement Series: Planning Graphics Specialist or Senior Planning Graphics Specialist position authorized.

⁷ Career Advancement Series: Planning Technician or Senior Planning Technician position authorized

⁸ Career Advancement Series: Code Enforcement Officer or Senior Code Enforcement Officer positions authorized

⁹ Career Advancement Series: Inspector or Senior Inspector positions authorized (Building, Plumbing, Electrical, and Mechanical Inspector specialization)

¹⁰ Career Advancement Series: Permits Technician or Senior Permits Technician positions authorized

¹¹ Career Advancement Series: Engineer, I, II, III positions authorized (Traffic or Stormwater Management specialization) One Engineer is DOT funded.

*Web Programmer/Analyst effective January 1, 2005

** grant-funded

ENGINEERING continued	<u>FTE</u>	<u>Full Time</u>		<u>Part Time</u>		<u>Grade</u>
		<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
Coordinator-Engineering	1.00	1	37.5	–	–	39
Coordinator-Surveyor/Project	1.00	1	37.5	–	–	38
Engineering Design Specialist	1.00	1	37.5	–	–	37
Inspector-Engineering ¹²	2.00	2	37.5	–	–	34-35
GIS Technician ¹³	1.00	1	37.5	–	–	31-33
Engineering Technician ¹⁴	4.00	4	37.5	–	–	29-31
Administrative Assistant	1.00	1	37.5	–	–	31

PUBLIC WORKS

Management and Support Services

Director-Public Works	1.00	1	*	–	–	51
Landscape Arch/Urban Forester	1.00	1	40	–	–	43
Administrative Analyst	1.00	1	40	–	–	40
Landscape Architect	1.00	1	37.5	–	–	35
Office Manager	1.00	1	37.5	–	–	33
Accounting Technician I	1.00	1	37.5	–	–	29
Administrative Secretary	1.00	1	37.5	–	–	29

Field Operations

Streets

Superintendent-Field Operations	1.00	1	40	–	–	44
Supervisor-Streets	1.00	1	40	–	–	37
Inspector-Streets	1.00	1	40	–	–	33
Supervisor-Streets Crew	1.00	1	40	–	–	32
Construction Worker**	11.00	11	40	–	–	25-30

Right of Way/Drainage

Supervisor-Drainage Maintenance	1.00	1	40	–	–	37
Arborist	1.00	1	40	–	–	33
Supervisor-Drainage Crew	1.00	1	40	–	–	32
Supv.-St. Clean & Const. Crew	1.00	1	40	–	–	31
Assistant Arborist	1.00	1	40	–	–	29
Right of Way Crew Leader	1.00	1	40	–	–	28
Construction Worker**	6.00	6	40	–	–	25-30

Traffic

Traffic Signal Technician ¹⁵	3.00	3	40	–	–	31-35
Sign & Marking Technician ¹⁶	3.00	3	40	–	–	29-31

Construction

Supervisor-Construction	1.00	1	40	–	–	37
Supervisor-Construction Crew	2.00	2	40	–	–	33

¹² Career Advancement Series: Engineering Inspector or Senior Engineering Inspector positions authorized

¹³ Career Advancement Series: GIS Technician or Senior GIS Technician position authorized

¹⁴ Career Advancement Series: Engineering Technician or Senior Engineering Technician positions authorized

¹⁵ Career Advancement Series: Traffic Signal Technician I,II, III authorized; one Traffic Signal Technician II is DOT funded

¹⁶ Career Advancement Series: Sign and Marking Technician I, II 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.

PUBLIC WORKS continued	<u>FTE</u>	Full Time		Part Time		Grade
		<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
Construction Worker**	9.00	9	40	-	-	25-30
<u>Internal Services Division</u>						
Superintendent-Internal Services	1.00	1	40	-	-	44
<i>Fleet Maintenance</i>						
Supervisor-Fleet	1.00	1	40	-	-	37
Supervisor-Mechanic	1.00	1	40	-	-	35
Parts Manager	1.00	1	40	-	-	32
Mechanic ¹⁷	5.00	5	40	-	-	31-32
<i>Buildings</i>						
Supervisor-Buildings Program	1.00	1	40	-	-	37
Supervisor-Building Mechanic	1.00	1	40	-	-	35
Maintenance Mechanic ¹⁸	6.00	6	40	-	-	29-33
Maint. Operations Specialist	1.00	1	40	-	-	31
<u>Solid Waste Services</u>						
Supt.-Solid Waste Services	1.00	1	40	-	-	43
Occup. Health & Safety Officer	1.00	1	40	-	-	39
Supv.-Solid Waste Services	2.00	2	40	-	-	35
Inspector-Solid Waste	1.00	1	40	-	-	31
Solid Waste Equipment Op. III	5.00	5	40	-	-	30
Solid Waste Equipment Op. II	10.00	10	40	-	-	29
Solid Waste Equipment Op. I	3.00	3	40	-	-	27
Solid Waste Collector	14.00	14	40	-	-	26
<u>Landscape</u>						
Supt.-Landscape Operations	1.00	1	40	-	-	43
Supervisor-Landscape, II	1.00	1	40	-	-	35
Supervisor-Landscape, I	2.00	2	40	-	-	33
Horticulturist	2.00	2	40	-	-	30
Groundskeeper ¹⁹	16.00	16	40	-	-	26-29
POLICE						
<u>Support Services</u>						
Police Chief	1.00	1	*	-	-	51
Police Major	1.00	1	40	-	-	45
Police Attorney	1.00	1	37.5	-	-	43
Police Captain	1.00	1	40	-	-	43

** 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.

17 Career Advancement Series: Mechanic I and II authorized

18 Career Advancement Series: Maintenance Mechanic I, II, and III authorized

19 Career Advancement Series: Groundskeeper I, II and III authorized. Groundskeeper III is Grounds Crew Leader

	FTE	Full Time		Part Time		Grade
		No.	Hrs	No.	Hrs	
POLICE continued						
Police Lieutenant	1.00	1	42	–	–	41
Supv.-Administrative Services	1.00	1	37.5	–	–	40
Police Analyst	1.00	1	37.5	–	–	40
Supervisor-Crisis Unit	1.00	1	37.5	–	–	40
Crisis Counselor	4.00	4	37.5	–	–	38
Coordinator-Human Services	1.00	1	37.5	–	–	37
Information Technology Analyst ²⁰	1.00	1	37.5	–	–	37-39
Coord.-Alternative Sentencing	1.00	1	37.5	–	–	37
Coordinator-Resident Activities	1.00	1	37.5	–	–	33
Supervisor-Records	1.00	1	37.5	–	–	33
Police Officer ²¹	7.00	7	42	–	–	33-36
Administrative Assistant	1.00	1	37.5	–	–	31
Alternative Sentencing Asst.	2.00	2	37.5	–	–	31
Information Services Technician	1.00	1	37.5	–	–	31
Customer Service Technician	4.00	4	38.5	–	–	29
Records Technician	1.00	1	37.5	–	–	28
<u>Operations</u>						
Police Captain	1.00	1	40	–	–	43
Police Lieutenant	7.00	7	42	–	–	41
Police Sergeant	11.00	11	42	–	–	39
Forensic & Evidence Splst., Sr.	1.00	1	37.5	–	–	40
Forensic & Evidence Splst.	1.00	1	42	–	–	38
Police Officer ²¹	81.00	81	42	–	–	33-36
Administrative Secretary	1.00	1	37.5	–	–	29
FIRE						
<u>Administration</u>						
Fire Chief	1.00	1	*	–	–	49
Deputy Fire Chief	1.00	1	40	–	–	43
Administrative Captain/Fire	1.00	1	40	–	–	40
Training Chief	1.00	1	40	–	–	40
Administrative Assistant	1.00	1	37.5	–	–	31
Office Assistant	0.53	–	–	1	20	27
<u>Emergency Operations</u>						
Battalion Chief	3.00	3	56	–	–	40
Fire Captain	15.00	15	56	–	–	38
Firefighter ²²	48.00	48	56	–	–	32-34

²⁰ Career Advancement Series: Information Technology Analyst or Senior Information Technology Analyst authorized

²¹ Career Advancement Series: Police Officer 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 assignment, irrespective of the Officer's rank.

²² Career Advancement Series: Firefighter, Master Firefighter, and Fire Equipment Operator positions authorized.

*One Crisis Counselor(Latino Outreach Specialist is grant funded for 2 years)

	<u>FTE</u>	<u>Full Time</u> <u>No.</u>	<u>Hrs</u>	<u>Part Time</u> <u>No.</u>	<u>Hrs</u>	<u>Grade</u>
FIRE (continued)						
<u>Life Safety</u>						
Deputy Fire Chief/Fire Marshal	1.00	1	40	–	–	43
Fire Captain/Asst. Fire Marshal	2.00	2	40	–	–	38
PARKS AND RECREATION						
<u>Administration</u>						
Director-Parks & Recreation	1.00	1	*	–	–	48
Asst. Dir.-Parks & Recreation	1.00	1	37.5	–	–	41
Office Manager	1.00	1	37.5	–	–	33
Administrative Secretary	1.00	1	37.5	–	–	29
Office Assistant	0.53	–	–	1	22.5	27
<u>Athletics</u>						
Supervisor-Recreation	1.00	1	37.5	–	–	37
Recreation Specialist ²³	2.19	1	37.5	2	20-25	31-33
Maintenance Assistant	1.00	1	40	–	–	25
<u>Community Center</u>						
Supervisor-Recreation	1.00	1	40	–	–	37
Asst. Supervisor-Recreation	1.00	1	40	–	–	33
Recreation Specialist ²³	0.53	–	–	1	20	31-33
Recreation Assistant	2.00	2	37.5	–	–	27
Lifeguard	1.00	1	40	–	–	27
<u>Hargraves Center</u>						
Supervisor-Recreation	1.00	1	40	–	–	37
Asst. Supervisor-Recreation	1.00	1	40	–	–	33
Recreation Specialist ²³	0.53	–	–	1	30	31-33
Recreation Assistant	1.58	1	37.5	1	20	27
<u>Programming/Marketing</u>						
Supervisor-Recreation	1.00	1	37.5	–	–	37
Recreation Specialist ²³	2.60	1	37.5	2	30	31-33
LIBRARY						
Library Director	1.00	1	*	–	–	48
Asst. Dir.-Lib/Head of Pub. Svs	1.00	1	37.5	–	–	40
Supervisor-Librarian ²⁴	2.80	2	37.5	1	30	39

23 Career Advancement Series: Recreation Specialist I and II authorized

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

	<u>FTE</u>	<u>Full Time</u> <u>No.</u>	<u>Hrs</u>	<u>Part Time</u> <u>No.</u>	<u>Hrs</u>	<u>Grade</u>
LIBRARY (continued)						
Librarian ²⁵	1.60			2	30	37
Supervisor-Circulation	2.00	2	37.5	–	–	35
Office Manager	1.00	1	37.5	–	–	33
Library Asst. III/Outreach ²⁶	3.07	2	37.5	2	20	31
Materials Processor	3.59	1	37.5	4	20-30	29
Library Assistant ²⁶	11.94	5	37.5	13	20-25	28-31

HOUSING

Administration

Director-Housing	1.00	1	*	–	–	48
Ops and Special Proj. Coord.	1.00	1	37.5	–	–	41
Accountant*	1.00	1	37.5	–	–	38
Administrative Assistant	1.00	1	37.5	–	–	31

Maintenance

Maintenance Services Manager	1.00	1	40	–	–	38
Mechanic-Maintenance III	1.00	1	40	–	–	33
Mechanic-Maintenance II	5.00	5	40	–	–	31
Mechanic- Mechanic I	1.00	1	40	–	–	29
Maintenance Repair Worker	2.00	2	40	–	–	28
Administrative Clerk	1.00	1	37.5	–	–	28

Resident Services

Resident Services Officer	1.00	1	37.5	–	–	33
Housing Officer II	1.00	1	37.5	–	–	33
Housing Officer I	1.00	1	37.5	–	–	31

TRANSPORTATION

Administration

Director-Transportation	1.00	1	*	–	–	51
Asst. Director-Transportation	1.00	1	40	–	–	41
Administrative Analyst	1.00	1	40	–	–	40
Coordinator-Marketing**	1.00	1	40	–	–	39
Planner***	0.50	–	–	–	–	39
Coordinator-Grants	1.00	1	37.5	–	–	37
Administrative Secretary	1.00	1	37.5	–	–	29

Operations

Transit Operations Manager	1.00	1	40	–	–	40
Coordinator-Safety and Training	1.00	1	40	–	–	39
Transit Operations Coordinator	1.00	1	40	–	–	37
Supervisor-Transit	5.00	5	40	–	–	33
Transit Dispatcher	4.82	4	40	1	33	32

25 Specialist positions Reference Librarian, Children's Librarian and Acquisitions Librarian authorized

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

*Position is funded by Housing and supervised by the Finance Department

**Fifty percent of this position is funded by Transportation, the other fifty percent is grant funded through the Planning Department. The position is supervised by Transportation

*** Fifty percent of this position is funded by Transportation, the other 50 percent is funded by Planning. The position is supervised by Planning.

	<u>FTE</u>	<u>Full Time</u> <u>No.</u>	<u>Hrs</u>	<u>Part Time</u> <u>No.</u>	<u>Hrs</u>	<u>Grade</u>
<u>Operations Division(continued)</u>						
Transit Operations Supp. Splst.	1.00	1	40	–	–	31
Transit Operator III	9.26	8	40	2	25	30
Transit Operator II	99.86	86	40	21	26.5	29
Transit Operator I	6.15	3	40	5	25	27
Transit Reservationist	1.50	1	40	1	20	27
<u>Equipment Maintenance</u>						
Supt-Transit Maintenance	1.00	1	40	–	–	39
Supervisor-Mechanic	2.00	2	40	–	–	35
Mechanic, Senior	1.00	1	40	–	–	33
Parts Manager	1.00	1	40	–	–	32
Mechanic ²⁷	9.00	9	40	–	–	31-32
Bus Service Technician	2.00	2	40	–	–	29
Mechanic Helper	2.00	2	40	–	–	29
Administrative Clerk	1.00	1	40	–	–	28
Service Attendant	5.50	5	40	1	20	27

²⁷ Career Advancement Series: Mechanic I and II positions authorized.

SECTION V: GENERAL PROVISIONS

All Town employees shall be paid bi-weekly or weekly. The Finance Director shall issue warrants for payments of all claims 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) provision 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: CALL BACK 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/oncall 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 years not more than 25 years of service	\$1,000
At least 25 years or more 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 July , 2004.

This is the 14th day of June 2004.