

AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION, PAY PLAN AND LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF OFFICIALS BEGINNING SEPTEMBER 26, 2006 (2006-06-26/O-12)

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	21,899	22,727	23,586	24,477	25,403	26,363		32,849
26	22,994	23,863	24,765	25,701	26,673	27,681		34,491
27	24,144	25,056	26,003	26,986	28,006	29,065		36,215
28	25,351	26,309	27,304	28,336	29,407	30,518		38,026
29	26,618	27,625	28,669	29,752	30,877	32,044		39,928
30	27,949	29,006	30,102	31,240	32,421	33,646		41,924
31	29,347	30,456	31,607	32,802	34,042	35,329		44,020
32	30,814	31,979	33,188	34,442	35,744	37,095		46,221
33	32,355	33,578	34,847	36,164	37,531	38,950		48,532
34	33,973	35,257	36,589	37,972	39,408	40,897		50,959
35	35,671	37,020	38,419	39,871	41,378	42,942		53,507
36	37,455	38,871	40,340	41,865	43,447	45,089		56,182
37	39,327	40,814	42,357	43,958	45,620	47,344		58,991
38	41,294	42,855	44,475	46,156	47,900	49,711		61,941
39	43,359	44,997	46,698	48,464	50,296	52,197		65,038
40	45,526	47,247	49,033	50,887	52,810	54,807		68,290
41	47,803	49,610	51,485	53,431	55,451	57,547		71,704
42	50,193	52,090	54,059	56,103	58,223	60,424		75,289
43	52,703	54,695	56,762	58,908	61,134	63,445		79,054
44	55,338	57,429	59,600	61,853	64,191	66,618		83,007
45	58,105	60,301	62,580	64,946	67,401	69,949		87,157
46	61,010	63,316	65,709	68,193	70,771	73,446		91,515
47	64,060	66,482	68,995	71,603	74,309	77,118		96,090
48	67,263	69,806	72,445	75,183	78,025	80,974		100,895
49	70,626	73,296	76,067	78,942	81,926	85,023		105,940
50	74,158	76,961	79,870	82,889	86,022	89,274		111,237
51	77,866	80,809	83,864	87,034	90,323	93,738		116,799
52	81,759	84,849	88,057	91,385	94,840	98,425		122,638
53	85,847	89,092	92,460	95,955	99,582	103,346		128,770
54	90,139	93,547	97,083	100,752	104,561	108,513		135,209
55	94,646	98,224	101,937	105,790	109,789	113,939		141,969

*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. 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. The open range is the range of salaries between the Job Rate and the maximum pay rate. There are no designated salary rates or steps in the open range. Maximum pay 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	21,899	421.13	842.27	11.2303	10.9386	10.5284	10.0270	7.5203
26	22,994	442.19	884.38	11.7918	11.4855	11.0548	10.5284	7.8963
27	24,144	464.30	928.60	12.3814	12.0598	11.6075	11.0548	8.2911
28	25,351	487.52	975.03	13.0004	12.6628	12.1879	11.6075	8.7056
29	26,618	511.89	1,023.78	13.6504	13.2959	12.7973	12.1879	9.1409
30	27,949	537.49	1,074.97	14.3330	13.9607	13.4372	12.7973	9.5980
31	29,347	564.36	1,128.72	15.0496	14.6587	14.1090	13.4372	10.0779
32	30,814	592.58	1,185.16	15.8021	15.3917	14.8145	14.1090	10.5818
33	32,355	622.21	1,244.42	16.5922	16.1612	15.5552	14.8145	11.1109
34	33,973	653.32	1,306.64	17.4218	16.9693	16.3330	15.5552	11.6664
35	35,671	685.98	1,371.97	18.2929	17.8178	17.1496	16.3330	12.2497
36	37,455	720.28	1,440.57	19.2075	18.7087	18.0071	17.1496	12.8622
37	39,327	756.30	1,512.59	20.1679	19.6441	18.9074	18.0071	13.5053
38	41,294	794.11	1,588.22	21.1763	20.6263	19.8528	18.9074	14.1806
39	43,359	833.82	1,667.64	22.2351	21.6576	20.8454	19.8528	14.8896
40	45,526	875.51	1,751.02	23.3469	22.7405	21.8877	20.8454	15.6341
41	47,803	919.28	1,838.57	24.5142	23.8775	22.9821	21.8877	16.4158
42	50,193	965.25	1,930.50	25.7400	25.0714	24.1312	22.9821	17.2366
43	52,703	1,013.51	2,027.02	27.0270	26.3250	25.3378	24.1312	18.0984
44	55,338	1,064.19	2,128.37	28.3783	27.6412	26.6047	25.3378	19.0033
45	58,105	1,117.40	2,234.79	29.7972	29.0233	27.9349	26.6047	19.9535
46	61,010	1,173.27	2,346.53	31.2871	30.4744	29.3316	27.9349	20.9512
47	64,060	1,231.93	2,463.86	32.8514	31.9981	30.7982	29.3316	21.9987
48	67,263	1,293.52	2,587.05	34.4940	33.5981	32.3381	30.7982	23.0987
49	70,626	1,358.20	2,716.40	36.2187	35.2780	33.9550	32.3381	24.2536
50	74,158	1,426.11	2,852.22	38.0296	37.0419	35.6528	33.9550	25.4663
51	77,866	1,497.42	2,994.83	39.9311	38.8939	37.4354	35.6528	26.7396
52	81,759	1,572.29	3,144.58	41.9277	40.8386	39.3072	37.4354	28.0766
53	85,847	1,650.90	3,301.80	44.0241	42.8806	41.2726	39.3072	29.4804
54	90,139	1,733.45	3,466.89	46.2253	45.0246	43.3362	41.2726	30.9544
55	94,646	1,820.12	3,640.24	48.5365	47.2758	45.5030	43.3362	32.5021

36	40	46
37,455 45,089 56,182	45,526 54,807 68,290	61,010 73,446 91,515
Administrative Officer	Administrative Analyst	
Fire Equipment Operator	Asst. Dir.-Library/Head of Public Svcs	
Police Officer IV	Assistant Fire Marshall	47
	Fire Captain	64,060 77,118 96,090
	Forensic Evidence Specialist, Senior	Town Clerk
	Police Analyst	
	Town Information Officer	48
37		67,263 80,974 100,895
39,327 47,344 58,991		Director-Housing
Administrative Captain/Officer		Director-Inspections
Coordinator-Alternative Sentencing	41	Director-Library
Coordinator-Grants	47,803 57,547 71,704	Director-Parks and Recreation
Coordinator-Human Services	Assistant Director-Parks & Recreation	
Coordinator-Public Outreach	Assistant Director-Transportation	
Coordinator-Transit Operations	Coordinator-Housing Ops/Special Proj.	
Engineering Design Specialist	Engineer I	49
Human Resources Specialist III	GIS Analyst II	70,626 85,023 105,940
Information Technology Analyst	Police Lieutenant	Director-Engineering
Inspector-Building/Mechanical	Supervisor-Administrative Services	Director-Finance
Plumbing/Electrical	Supervisor-Crisis Unit	Director-Human Resources
Engineering, Sr		Director-Information Technology
Librarian II		
Mayoral Aide	42	
Planner, Senior	50,193 60,424 75,289	50
Supervisor-Construction	Assistant Director-Inspections	74,158 89,274 111,237
Supervisor-Drainage Maintenance	Engineer II	Fire Chief
Supervisor-Fleet	Network & Telecomm. Analyst	
Supervisor-Recreation	Purchasing and Contracts Manager	51
		77,866 93,738 116,799
	43	Director-Planning
	52,703 63,445 79,054	Director-Public Works
	Accounting Services Manager	Director-Transportation
	Battalion Chief	
	Engineer III	
	Financial Reporting Manager	52
	Police Captain	81,759 98,425 122,638
	Special Projects Coordinator	Police Chief
	Superintendent-Transit Maintenance	
	Transit Operations Manager	53
		85,847 103,346 128,770
38	44	Assistant Town Manager
41,294 49,711 61,941	55,338 66,618 83,007	
Accountant	Assistant Director-Human Resources	
Administrative Officer/Captain	Coordinator-Planning, Senior	
Coordinator-Surveyor/Project	Engineering Services Manager	54
Crisis Counselor	Superintendent-Field Operations	90,139 108,513 135,209
Forensic Evidence Specialist	Superintendent-Landscape/Grounds	
Maintenance Services Manager	Superintendent-Solid Waste/Fleet Services	
	Superintendent-Streets/Construction/Drainage	55
	Superintendent-Sustainability/Facilities Management	94,646 113,939 141,969
		Deputy Town Manager
	45	
	58,105 69,949 87,157	
	Deputy Fire Chief	
	Fire Marshal	
	Police Attorney	
	Police Major	
39		
43,359 52,197 65,038		
Coordinator-Engineering		
Coordinator-Marketing		
Coordinator-Safety & Training		
GIS Analyst I		
Information Tech. Analyst, Senior		
Maintenance Specialist		
Manager-Buildings Program		
Occupational Health & Safety Officer		
Planner-Principal		
Police Sergeant		
Superintendent-Parking		
Supervisor-Librarian		
Supervisor-Traffic Program		

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	\$19,743
Council Members	8	\$11,796
Town Manager	1	\$148,301
Town Attorney	1	\$134,819
Mayoral Aide	1	Grade 37

C. Full and Part Time Positions

	FTE	Full Time		Part Time		<u>Grade</u>
		<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
TOWN MANAGER'S OFFICE						
Deputy Town Manager	1.00	1	*	-	-	55
Assistant Town Manager	1.00	1	*	-	-	53
Town Information Officer	1.00	1	*	-	-	40
Executive Assistant	1.00	1	37.5	-	-	35
Secretary/Receptionist	1.00	1	37.5	-	-	28
Administrative Clerk	0.53	-	-	1	20	28
TOWN CLERK'S OFFICE						
Town Clerk	1.00	1	*	-	-	47
Deputy Town Clerk	1.00	1	37.5	-	-	35
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	-	-	44
Occup. Health & Safety Officer	1.00	1	37.5	-	-	39
Human Resources Specialist ²	4.00	4	37.5	-	-	30-37
Secretary/Receptionist	1.00	1	37.5	-	-	28
FINANCE						
Director-Finance	1.00	1	*	-	-	49
Accounting Services Manager	1.00	1	37.5	-	-	43
Financial Reporting Manager	1.00	1	37.5	-	-	43
Purchasing and Contracts Manager	1.00	1	37.5	-	-	42
Accountant	2.00	2	37.5	-	-	38
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	-	-	29
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

FINANCE continued

	Full Time			Part Time		Grade
	FTE	No.	Hrs	No.	Hrs	
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
GIS Analyst ⁴	1.00	1	37.5	–	–	39-41
PLANNING						
Director-Planning	1.00	1	*	–	–	51
Coordinator-Planning ⁵	2.50	3	37.5	–	–	41-44
Planner ⁶	11.06	10	37.5	2	20	35-39
Planning Graphics Specialist ⁷	1.00	1	37.5	–	–	33-35
Planning Technician ⁸	1.00	1	37.5	–	–	31-33
Administrative Clerk	2.00	2	37.5	–	–	28
INSPECTIONS						
Director-Inspections	1.00	1	*	–	–	48
Asst. Director-Inspections	1.00	1	37.5	–	–	42
Code Enforcement Officer ⁹	1.00	1	37.5	–	–	33-35
Inspector ¹⁰	5.00	5	37.5	–	–	35-37
Permits Technician ¹¹	1.00	1	37.5	–	–	29-31
ENGINEERING						
Director-Engineering	1.00	1	*	–	–	49
Engineering Services Manager	1.00	1	37.5	–	–	44
Engineer ¹²	1.00	1	37.5	–	–	41-43
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 ¹³	2.00	2	37.5	–	–	34-35
GIS Technician ¹⁴	1.00	1	37.5	–	–	31-33
Engineering Technician ¹⁵	2.00	2	37.5	–	–	32-34
Office Manager	1.00	1	37.5	–	–	33

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

4 Career Advancement Series: GIS I, II positions authorized

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

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

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

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

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

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

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

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

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

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

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

** grant-funded

	Full Time			Part Time		Grade
	FTE	No.	Hrs	No.	Hrs	
Stormwater Management						
Engineer	2.00	2	37.5	–	–	41-43
Coordinator-Community Education	1.00	1	37.5	–	–	32
Engineering Technician	1.00	1	37.5	–	–	32-34
Accounting Technician II	1.00	1	37.5	–	–	31
Traffic						
Supervisor-Traffic Program	1.00	1	40	–	–	39
Traffic Signal Technician ¹⁶	3.00	3	40	–	–	31-35
Sign & Marking Technician ¹⁷	3.00	3	40	–	–	29-31
PUBLIC WORKS						
Administration						
Director-Public Works	1.00	1	*	–	–	51
Superintendent-Field Operations	1.00	1	40	–	–	44
Special Projects Coordinator	1.00	1	40	–	–	43
Administrative Analyst	1.00	1	40	–	–	40
Occup. Health & Safety Officer	1.00	1	40	–	–	39
Manager-Fleet	1.00	1	40	–	–	37
Office Manager	1.00	1	37.5	–	–	33/35
Administrative Clerk	1.00	1	37.5	–	–	28
Streets and Construction Services						
<i>Streets</i>						
Supt-Streets/Construction/Drainage	1.00	1	40	–	–	44
Inspector-Streets	1.00	1	40	–	–	33
Supervisor-Streets Crew	1.00	1	40	–	–	32
Accounting Technician I	1.00	1	37.5	–	–	29
Construction Worker**	11.00	11	40	–	–	25-30
<i>Drainage</i>						
Supervisor-Drainage Maintenance	1.00	1	40	–	–	37
Supervisor-Drainage Crew	1.00	1	40	–	–	32
Supv.-St. Cleaning & Const. Crew	1.00	1	40	–	–	31
Construction Worker**	4.00	4	40	–	–	25-30
<i>Construction</i>						
Supervisor-Construction	1.00	1	40	–	–	37
Supervisor-Construction Crew	2.00	2	40	–	–	33
Construction Worker**	8.00	8	40	–	–	25-30
Sustainability and Facilities Management						
<i>Buildings</i>						
Supt.-Sustainability & Facilities Mgmt	1.00	1	40	–	–	44
Manager-Buildings Program	1.00	1	40	–	–	39
Supervisor-Building Program	1.00	1	40	–	–	37
Maintenance Mechanic ¹⁸	6.00	6	40	–	–	28-33
Maint. Operations Specialist	1.00	1	40	–	–	31

¹⁶ Career Advancement Series: Traffic Signal Technician I, II, III authorized; one Traffic Signal Technician II is DOT funded

¹⁷ Career Advancement Series: Sign and Marking Technician I, II authorized

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

	Full Time			Part Time		Grade
	FTE	No.	Hrs	No.	Hrs	
<i>Landscape</i>						
Supt.-Landscape/Grounds	1.00	1	40	–	–	44
Landscape Architect	1.00	1	37.5	–	–	35
Supervisor-Landscape, II	1.00	1	40	–	–	35
Supervisor-Landscape, I	2.00	2	40	–	–	33
Arborist	1.00	1	40	–	–	33
Horticulturist	2.00	2	40	–	–	30
Assistant Arborist	1.00	1	40	–	–	29
Right of Way Crew Leader	1.00	1	40	–	–	28
Groundskeeper ^{19*}	17.00	17	40	–	–	26-29
Construction Worker**	3.00	3	40	–	–	25-30

Solid Waste and Fleet Services

<i>Solid Waste</i>						
Supt.-Solid Waste/Fleet Services	1.00	1	40	–	–	44
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
Administrative Secretary	1.00	1	37.5	–	–	29
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
<i>Fleet</i>						
Supervisor-Mechanic	1.00	1	40	–	–	35
Parts Manager	1.00	1	40	–	–	32
Mechanic ²⁰	5.00	5	40	–	–	31-32

POLICE**Support Services**

Police Chief	1.00	1	*	–	–	52
Police Attorney	1.00	1	37.5	–	–	45
Supv.-Administrative Services	1.00	1	37.5	–	–	41
Police Analyst	1.00	1	37.5	–	–	41
Supervisor-Crisis Unit	1.00	1	37.5	–	–	41
Crisis Counselor***	4.00	4	37.5	–	–	38
Coordinator-Human Services	1.00	1	37.5	–	–	37
Information Technology Analyst ²¹	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
Substance Abuse Counselor**	1.00	1	37.5	–	–	33
Supervisor-Records	1.00	1	37.5	–	–	33
Administrative Assistant	1.00	1	37.5	–	–	31
Alternative Sentencing Asst. ****	3.00	3	37.5	–	–	31
Information Services Technician	1.00	1	37.5	–	–	31
Administrative Secretary	1.00	1	37.5	–	–	29
Customer Service Technician	4.00	4	38.5	–	–	29
Records Technician	1.00	1	37.5	–	–	28

*One Groundskeeper is funded by the Downtown Service District

** Career Advancement Series: Construction Workers in various specialties such as Truck Driver, Streets Maintenance, Heavy Equipment Operator, Senior Heavy Equipment Operator, Drainage Maintenance, Crew

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

20 Career Advancement Series: Mechanic I and II authorized

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

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

**** One Alternative Sentencing Assistant and one Substance Abuse Counselor are grant funded

POLICE 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>	
Operations						
Police Major	1.00	1	40	–	–	45
Police Captain	3.00	3	40	–	–	43
Police Lieutenant	8.00	8	42	–	–	41
Police Sergeant	11.00	11	42	–	–	39
Forensic & Evidence Specialist Sr.*	1.00	1	42	–	–	40
Forensic & Evidence Specialist*	1.00	1	42	–	–	38
Police Officer ²²	93.00	93	42	–	–	33-36
FIRE						
Administration						
Fire Chief	1.00	1	*	–	–	50
Deputy Fire Chief	2.00	2	40	–	–	45
Administrative Officer/Captain	1.00	1	40	–	–	36/38
Administrative Assistant	1.00	1	37.5	–	–	31
Office Assistant	0.53	–	–	1	20	27
Emergency Operations						
Battalion Chief	3.00	3	56	–	–	43
Fire Captain	15.00	15	56	–	–	40
Firefighter ²³	60.00	60	56	–	–	32-36
Life Safety						
Deputy Fire Chief/Fire Marshal	1.00	1	40	–	–	45
Fire Captain/Asst. Fire Marshal	2.00	2	40	–	–	40
PARKS AND RECREATION						
Administration						
Director-Parks & Recreation	1.00	1	*	–	–	48
Asst. Dir.-Parks & Recreation	1.00	1	37.5	–	–	41
Office Manager	1.00	1	37.5	–	–	33/35
Administrative Secretary	1.00	1	37.5	–	–	29
Office Assistant	0.60	–	–	1	22.5	27
Athletics						
Supervisor-Recreation	1.00	1	37.5	–	–	37
Recreation Specialist ²⁴	2.53	2	37.5	1	20	31-33
Maintenance Assistant	1.00	1	40	–	–	25
Community Center						
Supervisor-Recreation	1.00	1	40	–	–	37
Recreation Assistant	1.00	1	37.5	–	–	27
Aquatics						
Supervisor-Recreation	1.00	1	40	–	–	37
Recreation Assistant	1.00	1	37.5	–	–	27
Lifeguard	1.00	1	40	–	–	27

²² 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.

²³ Career Advancement Series: Firefighter, Master Firefighter, and Fire Equipment Operator positions authorized.

²⁴ Career Advancement Series: Recreation Specialist I and II authorized

*These positions may be filled by sworn officers

	<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>	
PARKS AND RECREATION continued						
Hargraves Center						
Supervisor-Recreation	1.00	1	40	–	–	37
Asst. Supervisor-Recreation	1.00	1	40	–	–	33
Recreation Specialist ²⁴	0.80	–	–	1	30	31-33
Recreation Assistant	1.53	1	37.5	1	20	27
Programming/Marketing						
Supervisor-Recreation	1.00	1	37.5	–	–	37
Recreation Specialist ²⁴	2.80	2	37.5	1	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 ²⁵	3.80	3	37.5	1	30	39
Librarian ²⁶	2.60	1	37.5	2	30	37
Supervisor-Circulation	1.00	1	37.5	–	–	35
Office Manager	1.00	1	37.5	–	–	33/35
Library Asst. III/Outreach ²⁷	3.07	2	37.5	2	20	31
Materials Processor	3.59	1	37.5	4	20-30	29
Library Assistant ²⁷	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
Office Assistant	1.00	1	37.5	–	–	27
Maintenance						
Maintenance Services Manager	1.00	1	40	–	–	38
Maintenance Mechanic ¹⁸	9.00	9	40	–	–	28-43
Administrative Clerk	1.00	1	37.5	–	–	28
Resident Services						
Housing Officer II	1.00	1	37.5	–	–	33
Housing Officer I	1.00	1	37.5	–	–	31

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

24 Career Advancement Series: Recreation Specialist I and II authorized

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

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

27 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

	Full Time			Part Time		<u>Grade</u>
	<u>FTE</u>	<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	
TRANSPORTATION						
Administration						
Director-Transportation	1.00	1	*	—	—	51
Asst. Director-Transportation	1.00	1	40	—	—	41
Administrative Analyst	1.00	1	40	—	—	40
Coordinator-Public Outreach**	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	—	—	43
Coordinator-Safety and Training	1.00	1	40	—	—	39
Transit Operations Coordinator	1.00	1	40	—	—	37
Supervisor-Transit	6.00	6	40	—	—	33
Transit Dispatcher	4.82	4	40	1	33	32
Transit Operations Supp. Splst.	1.00	1	40	—	—	31
Transit Operator III	12.41	8	40	7	25	30
Transit Operator II	103.56	87	40	25	26.5	29
Transit Operator I	3.00	3	40	—	—	27
Transit Reservationist	1.50	1	40	1	20	27
Equipment Maintenance						
Supt-Transit Maintenance	1.00	1	40	—	—	43
Supervisor-Mechanic	2.00	2	40	—	—	35
Mechanic, Senior	1.00	1	40	—	—	33
Parts Manager	1.00	1	40	—	—	32
Mechanic ²⁸	9.00	9	40	—	—	31-32
Bus Service Technician	2.00	2	40	—	—	29
Mechanic Helper	2.00	2	40	—	—	29
Maintenance Specialist	1.00	1	40	—	—	39
Administrative Clerk	1.00	1	40	—	—	28
Service Attendant	6.50	6	40	1	20	27

²⁸ Career Advancement Series: Mechanic I and II positions authorized.

**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.

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 (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/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 the first pay period 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 September 26, 2006

This, the 26th day of June, 2006.