

**AN ORDINANCE ESTABLISHING A POSITION CLASSIFICATION, PAY PLAN AND
LONGEVITY PLAN FOR EMPLOYEES OF THE TOWN OF CHAPEL HILL AND BONDS OF
OFFICIALS BEGINNING JULY 1, 2006 (2006-06-26/O-11)**

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	21,261	22,065	22,899	23,764	24,663	25,595		31,892
26	22,324	23,168	24,044	24,952	25,896	26,875		33,486
27	23,440	24,326	25,246	26,200	27,190	28,218		35,160
28	24,612	25,543	26,508	27,510	28,550	29,629		36,918
29	25,843	26,820	27,834	28,886	29,978	31,111		38,764
30	27,135	28,161	29,225	30,330	31,476	32,666		40,703
31	28,492	29,569	30,686	31,846	33,050	34,300		42,738
32	29,916	31,047	32,221	33,439	34,703	36,014		44,875
33	31,412	32,600	33,832	35,111	36,438	37,815		47,118
34	32,983	34,230	35,523	36,866	38,260	39,706		49,474
35	34,632	35,941	37,300	38,710	40,173	41,691		51,948
36	36,364	37,738	39,165	40,645	42,181	43,776		54,545
37	38,182	39,625	41,123	42,677	44,290	45,965		57,273
38	40,091	41,606	43,179	44,811	46,505	48,263		60,136
39	42,095	43,687	45,338	47,052	48,830	50,676		63,143
40	44,200	45,871	47,605	49,404	51,272	53,210		66,300
41	46,410	48,164	49,985	51,874	53,835	55,870		69,615
42	48,731	50,573	52,484	54,468	56,527	58,664		73,096
43	51,167	53,101	55,108	57,192	59,353	61,597		76,751
44	53,725	55,756	57,864	60,051	62,321	64,677		80,588
45	56,412	58,544	60,757	63,054	65,437	67,911		84,618
46	59,232	61,471	63,795	66,206	68,709	71,306		88,849
47	62,194	64,545	66,985	69,517	72,144	74,872		93,291
48	65,304	67,772	70,334	72,993	75,752	78,615		97,955
49	68,569	71,161	73,851	76,642	79,539	82,546		102,853
50	71,997	74,719	77,543	80,474	83,516	86,673		107,996
51	75,597	78,455	81,420	84,498	87,692	91,007		113,396
52	79,377	82,377	85,491	88,723	92,077	95,557		119,066
53	83,346	86,496	89,766	93,159	96,680	100,335		125,019
54	87,513	90,821	94,254	97,817	101,514	105,352		131,270
55	91,889	95,362	98,967	102,708	106,590	110,619		137,833

*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. 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	21,261	408.87	817.73	10.9031	10.6199	10.2216	9.7349	7.3012
26	22,324	429.31	858.62	11.4482	11.1509	10.7327	10.2216	7.6662
27	23,440	450.77	901.55	12.0206	11.7084	11.2694	10.7327	8.0495
28	24,612	473.31	946.63	12.6217	12.2938	11.8328	11.2694	8.4520
29	25,843	496.98	993.96	13.2528	12.9085	12.4245	11.8328	8.8746
30	27,135	521.83	1,043.65	13.9154	13.5540	13.0457	12.4245	9.3183
31	28,492	547.92	1,095.84	14.6112	14.2317	13.6980	13.0457	9.7843
32	29,916	575.31	1,150.63	15.3417	14.9432	14.3829	13.6980	10.2735
33	31,412	604.08	1,208.16	16.1088	15.6904	15.1020	14.3829	10.7871
34	32,983	634.28	1,268.57	16.9143	16.4749	15.8571	15.1020	11.3265
35	34,632	666.00	1,332.00	17.7600	17.2987	16.6500	15.8571	11.8928
36	36,364	699.30	1,398.60	18.6480	18.1636	17.4825	16.6500	12.4875
37	38,182	734.26	1,468.53	19.5804	19.0718	18.3566	17.4825	13.1118
38	40,091	770.98	1,541.95	20.5594	20.0254	19.2744	18.3566	13.7674
39	42,095	809.53	1,619.05	21.5873	21.0266	20.2381	19.2744	14.4558
40	44,200	850.00	1,700.00	22.6667	22.0780	21.2500	20.2381	15.1786
41	46,410	892.50	1,785.00	23.8000	23.1819	22.3125	21.2500	15.9375
42	48,731	937.13	1,874.25	24.9901	24.3410	23.4282	22.3125	16.7344
43	51,167	983.98	1,967.97	26.2396	25.5580	24.5996	23.4282	17.5711
44	53,725	1,033.18	2,066.36	27.5515	26.8359	25.8296	24.5996	18.4497
45	56,412	1,084.84	2,169.68	28.9291	28.1777	27.1210	25.8296	19.3722
46	59,232	1,139.08	2,278.17	30.3756	29.5866	28.4771	27.1210	20.3408
47	62,194	1,196.04	2,392.08	31.8943	31.0659	29.9009	28.4771	21.3578
48	65,304	1,255.84	2,511.68	33.4891	32.6192	31.3960	29.9009	22.4257
49	68,569	1,318.63	2,637.26	35.1635	34.2502	32.9658	31.3960	23.5470
50	71,997	1,384.56	2,769.13	36.9217	35.9627	34.6141	32.9658	24.7243
51	75,597	1,453.79	2,907.58	38.7678	37.7608	36.3448	34.6141	25.9606
52	79,377	1,526.48	3,052.96	40.7062	39.6489	38.1620	36.3448	27.2586
53	83,346	1,602.81	3,205.61	42.7415	41.6313	40.0701	38.1620	28.6215
54	87,513	1,682.95	3,365.89	44.8785	43.7129	42.0736	40.0701	30.0526
55	91,889	1,767.09	3,534.19	47.1225	45.8985	44.1773	42.0736	31.5552

36	40	46
36,364 43,776 54,545	44,200 53,210 66,300	59,232 71,306 88,849
Police Officer IV	Administrative Analyst	
Administrative Officer	Assistant Director-Inspections	
	Asst. Dir.-Library/Head of Public Svcs	47
37	Forensic Evidence Specialist, Senior	62,194 74,872 93,291
38,182 45,965 57,273	Police Analyst	Town Clerk
Administrative Captain/Officer	Town Information Officer	
Coordinator-Alternative Sentencing		48
Coordinator-Grants		65,304 78,615 97,955
Coordinator-Human Services	41	Director-Housing
Coordinator-Public Outreach	46,410 55,870 69,615	Director-Inspections
Coordinator-Transit Operations	Assistant Director-Parks & Recreation	Director-Library
Engineering Design Specialist	Assistant Director-Transportation	Director-Parks and Recreation
Human Resources Specialist III	Coordinator-Housing Ops/Special Proj.	
Information Technology Analyst	Engineer I	
Librarian II	GIS Analyst II	49
Mayoral Aide	Police Lieutenant	68,569 82,546 102,853
Planner, Senior	Supervisor-Administrative Services	Director-Engineering
Supervisor-Construction	Supervisor-Crisis Unit	Director-Finance
Supervisor-Drainage Maintenance		Director-Human Resources
Supervisor-Fleet	42	Director-Information Technology
Supervisor-Recreation	48,731 58,664 73,096	
	Engineer II	50
	Network & Telecomm. Analyst	71,997 86,673 107,996
	Purchasing and Contracts Manager	Fire Chief
38	43	51
40,091 48,263 60,136	51,167 61,597 76,751	75,597 91,007 113,396
Accountant	Accounting Services Manager	Director-Planning
Administrative Officer/Captain	Battalion Chief	Director-Public Works
Assistant Fire Marshall	Engineer III	Director-Transportation
Coordinator-Surveyor/Project	Financial Reporting Manager	
Crisis Counselor	Police Captain	
Fire Captain	Special Projects Coordinator	52
Forensic Evidence Specialist	Superintendent-Transit Maintenance	79,377 95,557 119,066
Maintenance Services Manager	Transit Operations Manager	Police Chief
39	44	53
42,095 50,676 63,143	53,725 64,677 80,588	83,346 100,335 125,019
Coordinator-Engineering	Assistant Director-Human Resources	Assistant Town Manager
Coordinator-Marketing	Coordinator-Planning, Senior	
Coordinator-Safety & Training	Engineering Services Manager	
GIS Analyst I	Superintendent-Field Operations	
Information Tech. Analyst, Senior	Superintendent-Landscape/Grounds	54
Maintenance Specialist	Superintendent-Solid Waste/Fleet Services	87,513 105,352 131,270
Manager-Buildings Program	Superintendent-Streets/Construction/Drainage	
Occupational Health & Safety Officer	Superintendent-Sustainability/Facilities Management	
Planner-Principal		55
Police Sergeant		91,889 110,619 137,833
Superintendent-Parking	45	Deputy Town Manager
Supervisor-Librarian	56,412 67,911 84,618	
Supervisor-Traffic Program	Deputy Fire Chief	
	Fire Marshal	
	Police Attorney	
	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	\$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

	Full Time		Part Time			
	FTE	No.	Hrs	No.	Hrs	Grade
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
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

	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	–	–	40
Code Enforcement Officer ⁹	1.00	1	37.5	–	–	33-35
Inspector ¹⁰	5.00	5	37.5	–	–	33-35
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

	FTE	Full Time		Part Time		Grade
		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	2.00	2	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		
	FTE	No.	Hrs	No.	Hrs	Grade
<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	16.00	16	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

** 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.

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

	Full Time			Part Time		
	<u>FTE</u>	<u>No.</u>	<u>Hrs</u>	<u>No.</u>	<u>Hrs</u>	<u>Grade</u>
POLICE continued						
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	88.00	88	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	–	–	38
Firefighter ²³	54.00	54	56	–	–	32-34
Life Safety						
Deputy Fire Chief/Fire Marshal	1.00	1	40	–	–	45
Fire Captain/Asst. Fire Marshal	2.00	2	40	–	–	38
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

	Full Time			Part Time		Grade
	FTE	No.	Hrs	No.	Hrs	
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	1.60	—	—	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		Grade
	FTE	No.	Hrs	No.	Hrs	
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 July 1, 2006

This, the 26th day of June, 2006.