

# ORDINANCE RECORD

No. 72 B—REDFIELD & COMPANY INC., OMAHA

## ORDINANCE NO 980

AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HERewith; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA:

Section 1. City Council. The compensation of members of the City Council shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$4,320.00 per year for each of the members of the City Council.

Section 2. Mayor. The compensation of the Mayor shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$10,800.00 per year.

Section 3. City Administrator. The compensation of the City Administrator shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be established by contractual agreement.

Section 4. Management Exempt Employees. The management exempt employees of the City of La Vista, Nebraska, hereafter named, and collectively referred to as department head level employees, shall, in addition to such vehicle and other allowances as may from time to time be fixed by Resolution of the City Council, receive annualized salaries not to exceed the amounts established in Table A, set forth in Section 20 of this Ordinance, for the following respective wage ranges:

Position	Range
Asst. City Administrator	37
City Clerk	33
Community Development Director	34
Finance Director	34
Library Director	32
Police Chief	37
Director of Public Buildings and Grounds	32
Public Works Director	36
Recreation Director	32

Section 5. Salaried Exempt Employees. The monthly salary compensation rates of the salaried exempt employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 20 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Range
Asst. Golf Superintendent	111
Asst. Recreation Director	120
Chief Building Official	128
Golf Course Services Manager	113
Golf Course Superintendent	116
Office Manager	122
Park Superintendent	128
Planner	128
Police Lieutenant	131
Program Director	113
Street Superintendent	128
Human Resources Assistant	115

Section 6. Hourly Non-Exempt Employees. The hourly compensation rates of the hourly (non-exempt) employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 200, Table 300, and Table 400, set forth in Section 20 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	Range
Accounting Clerk	214
Administrative Secretary	215
Asst. Mechanic	318

# ORDINANCE RECORD

Ordinance No.

No. 728—REDFIELD & COMPANY INC., OMAHA

Building Inspector	218
Code Enforcement Officer	215
Custodian	210
Evidence Technician	211
Executive Assistant	217
Librarian III	217
Librarian II	215
Librarian I	214
Maintenance Assistant	216
Maintenance Worker I	311
Maintenance Worker II	316
Park Foreman	320
Police Sergeant	426
Police Officer	423
Police Data Entry Clerk	212
Records Clerk & Computer Specialist	218
Secretary II	214
Secretary/Receptionist	211
Sewer Foreman	320
Street Foreman	320
Shop Foreman	322

Section 7. Part-Time and Temporary Employees. The compensation of part-time and temporary City employees shall be, and the same hereby is, continued in accordance with the following schedule and in accordance with such rules as have been or may be established by Resolution of the City Council:

- |                                     |  |
|-------------------------------------|--|
| A. Part-Time Help/Seasonal          | An hourly rate not to exceed \$10.50 per hour.   |
| B. Temporary/Part-Time Professional | An hourly rate not to exceed \$22.00 per hour.   |
| C. Part-Time Help                   | An hourly compensation rate as fixed in accordance with the schedules of Table 200, set forth in Section 20 of this Ordinance. |

Part-time employees shall receive no benefits other than salary or such benefits as established in accordance with such rules as have been or may be established by Resolution of the City Council:

Section 8. Senior Director Stipend. The monthly compensation stipend shall be \$410, and the same hereby is, established to be paid in addition to any wages paid under in accordance with the schedules of Table 100, to any exempt salaried employee assigned Senior Director responsibilities by the City Administrator, and in accordance with such rules as the City Council may by resolution establish.

Section 9. Certification Incentive Pay for Chief Building Official and Building Inspectors. Employees of the City in the positions of Chief Building Official and Building Inspector are eligible to receive a one time only incentive payment of \$1,000 for each certification obtained in an applicable construction field/trade. Such payment must be approved by the City Administrator.

Section 10. Legal Counsel. Compensation of the legal counsel other than special City Prosecutor for the City shall be, and the per diem rates respecting same shall be, at 90% of the standard hourly rate the firm may from time to time charge. Compensation for Special City prosecution shall be as agreed upon at the time of specific employment.

Section 11. Engineers. Compensation of Engineers for the City shall be, and the same hereby is, fixed in accordance with such schedules of hourly and per diem or percentage rates as shall from time to time be approved by Resolution of the City Council. Travel allowances respecting same shall be as may from time to time be fixed by Resolution of such City Council.

Section 12. Longevity Pay for Salaried Full-Time Employees and Hourly Paid Full-Time Employees, Including Police Employees. Employees of the City in the positions set forth in Sections 3, 4, 5, and 6 of this Ordinance, including police positions, shall receive longevity pay as follows:

An amount equal to the following percentage of the hourly rate set forth in Section 3, 4, 5 and 6 of this Ordinance, rounded to the nearest whole cent:

<u>Length of Service</u>	<u>Allowance Per Hour</u>
Over 7 Years	2.00% (or .02)
Over 10 Years	2.75% (or .0275)
Over 15 Years	4.00% (or .04)
Over 20 Years	4.50% (or .0450)

# ORDINANCE RECORD

Ordinance No.

No. 728—REDFIELD & COMPANY INC., OMAHA

Section 13. Health, Dental and Life Insurance. Subject to the terms, conditions and eligibility requirements of the applicable insurance plan documents and policies, regular full-time employees of the City of La Vista and their families shall be entitled to be enrolled in the group life, health, and dental insurance program maintained by the City.

Unless otherwise provided by collective bargaining agreement, or other applicable agreement, the City's employer share shall be ninety (90) percent of the amount of the actual premium and the employee shall pay the ten percent (10%) balance of the actual premium via payroll deduction for employees enrolled in single coverage. The City's employer share shall be eighty percent (80%) of the amount of the actual premium and the employee shall pay the twenty percent (20%) balance of the actual premium via payroll deduction for any employee enrolled in a level of coverage other than single. Those employees electing not to participate in these programs will receive no other form of compensation in lieu of this benefit.

Section 14. Establishment of Shifts. The City may establish duty shifts of such length, and to have such beginning and ending times, and to have such meal and break times, as it may deem appropriate or necessary, respecting employees of the City.

Section 15. Special Provisions.

- A. Employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska, Covering The Period From October 1, 2004 through September 30, 2006," shall receive compensation and benefits and enjoy working conditions, as described, provided and limited by such Agreement. The terms of such Agreement shall supersede any provisions of this Ordinance inconsistent therewith, and be deemed incorporated herein by this reference.
- B. Holiday Pay shall be compensated as set forth in the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista for police officers and as set forth in the Personnel Manual for all other full time employees.
- C. Subject to subsection 14.D. hereof, each regular full-time salaried non-exempt employee and each full time hourly paid employee of the City shall be entitled to receive overtime pay at the rate of one and one half times the employee's regular rate for each hour worked in excess of forty hours during a work week. If called out at any time other than during regular assigned work hours during the pay period, such employee shall be entitled to compensation at the rate of one and one half times the regular rate for each hour so worked, provided that in no case shall an employee receive less than two hours over time pay for such call out work, and further provided there shall be no pyramiding of hours for purposes of computing overtime. For purposes of this subsection an employee's "regular rate" shall be the sum of his or her hourly rate specified in Section 5 or 6 of this Ordinance and any longevity pay due under this Ordinance.
- D. Police Department employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska," described in subsection 14.A hereof shall, as provided in such Agreement, be paid overtime at one and one half times the employee's hourly rate (including any longevity allowance) for each hour worked in excess of 80 hours during any 14 day work period coinciding with the pay period established by Section 16 of this Ordinance.
- E. All Management Exempt Employees and all Salaried Exempt Employees are considered to be salaried employees and shall not be eligible for overtime pay, holiday pay, or other special pay as provided by this section.
- F. Employees covered by the "Memorandum of Understanding" with the Public Works Employees Collective Bargaining Group may submit to the City for reimbursement for the cost of work boots in an amount not to exceed \$120.
- G. Employees covered by the "Memorandum of Understanding" with the Public Works Employees Collective Bargaining Group may submit to the City for reimbursement for the difference in cost between a Nebraska Driver's License and a "CDL" driver's license within 30 days of obtaining a CDL license when a CDL license is required as a part of the covered employee's job description.
- H. Employees covered by the "Memorandum of Understanding" with the Public Works Employees Collective Bargaining Group shall be provided by the City five safety work shirts in each fiscal year at no cost to the employee.

# ORDINANCE RECORD

Ordinance No.

No. 728-REDFIELD & COMPANY INC., OMAHA

Section 16. Pay for Unused Sick Leave Upon Retirement or Death. Employees who voluntarily retire after twenty or more years of service with the City and have no pending disciplinary action at the time of their retirement, shall be paid for any unused sick leave. Employees who began their employment with the City after January 1, 2005, or who began their employment prior to this date but elected to waive their eligibility for emergency sick leave, shall be paid for any unused sick leave, if they voluntarily leave City employment and have no pending disciplinary action, according to the following sliding schedule: After 10 years of employment – 100% of sick leave hours accrued over 660 and up to 880; after 15 years of employment – 100% of sick leave hours accrued over 440 hours and up to 880; after 20 years of employment – 100% of sick leave hours accrued up to 880. No other employee shall be paid for any unused sick leave upon termination of employment.

A regular full-time employee's unused sick leave shall also be paid if, after October 1, 1999, the employee sustains an injury which is compensable by the City or the City's insurer under the Nebraska Workers' Compensation Act and such injury causes the death of the employee within two years after the date of injury. Any payment made pursuant to the preceding sentence shall be made to the surviving spouse of the employee; provided, such payment shall be made to the employee's estate if the employee leaves no surviving spouse or if, prior to his or her death, the employee filed with the City Clerk a written designation of his or her estate as beneficiary of such payment.

Section 17. Pay Periods. All employees of the City of La Vista shall be paid on a bi-weekly basis. The pay period will commence at 12:01 a.m. Sunday and will conclude at 11:59 p.m. on the second succeeding Saturday, except for Police Officers, in which case the pay period will commence at 11:00 p.m. Saturday and will conclude at 10:59 p.m. on the second succeeding Sunday. On the Friday following the conclusion of the pay period, all employees shall be paid for all compensated time that they have been accredited with during the pay period just concluded.

Section 18. Public Works Lunch and Clean-up Times. Lunch period for employees of the Public Works Department shall be one half hour (30 minutes) in duration. Public Works employees shall be granted a 5 minute clean-up period prior to start of lunch period, and shall be granted an additional 5 minutes clean-up period prior to the end of the work day.

Section 19. Sick Leave and Personal Leave. Sick leave and personal leave will be awarded and administered in conjunction with the provisions set forth in the personnel manual and the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, as applicable to the employee in question.

Section 20. Vacation Leave. Upon satisfactory completion of the probationary period applicable to the employee in question, regular full-time employees and permanent part-time employees shall be entitled to vacation leave. Such vacation shall not be used in installments of less than two hours. Increments of vacation leave of less than four hours must have 48 hours prior approval and can be taken only at the beginning or at the end of the work day.

Section 21. Vacation Entitlement.

- A. All full-time employees whose employment is governed by the Agreement described in Section 14, Paragraph A. of this Ordinance shall earn and be eligible for vacation as provided in such Agreement.
- B. All other full-time Hourly Non-Exempt Employees shall earn: six (6) days of paid vacation upon completion of one (1) year of continuous full-time employment; eleven (11) days of paid vacation upon completion of two (2) years of continuous full-time employment; and thereafter, eleven (11) days of paid vacation upon completion of each subsequent year of continuous full-time employment, plus one (1) additional day of paid vacation for each year of continuous full-time employment in excess of two years. Notwithstanding the foregoing, no employee shall earn more than twenty-three (23) days of paid vacation per employment year.
- C. All Management Exempt Employees, and Salaried Exempt Employees, shall earn ten (10) days paid vacation after one (1) year of continuous employment, and one (1) additional vacation day for each additional year of continuous employment not to exceed twenty-six (26) days.
- D. All Permanent Part Time Employees working a minimum of twenty (20) hours per week shall earn forty (40) hours of paid vacation time per year after six (6) months of employment and successful completion of the initial or extended initial probationary period. Total paid vacation time earned per year shall not exceed forty (40) hours.

# ORDINANCE RECORD

Ordinance No.

No. 728—REDFIELD & COMPANY INC., OMAHA

## Section 22. Wage Tables.

Table A		Wage Range	A	B	C	D	E	F	
Classification: Management Exempt Employees		39	Monthly	5,721	6,005	6,303	6,617	6,948	7,296
			Annual	68,653	72,055	75,638	79,408	83,377	87,555
		37	Monthly	4,955	5,216	5,491	5,780	6,099	6,221
			Annual	59,462	62,592	65,886	69,354	73,188	74,651
		36	Monthly	4,861	5,171	5,443	5,730	6,096	6,218
			Annual	58,333	62,056	65,322	68,761	73,151	74,613
		34	Monthly	4,064	4,278	4,503	4,740	4,989	5,239
			Annual	48,766	51,334	54,035	56,879	59,873	62,866
		33	Monthly	3,695	3,889	4,094	4,288	4,514	4,751
			Annual	44,338	46,667	49,130	51,458	54,166	57,017
		32	Monthly	3,624	3,815	4,016	4,206	4,428	4,661
			Annual	43,494	45,778	48,195	50,477	53,135	55,931

Table 100		Wage Range	A	B	C	D	E	F	
Classification: Salaried Exempt Employees		131	Monthly	4,225	4,436	4,722	4,890	5,132	5,389
			Annual	50,698	53,233	56,670	58,676	61,585	64,668
		128	Monthly	3,635	3,815	4,005	4,205	4,415	4,638
			Annual	43,622	45,778	48,061	50,461	52,983	55,660
		123	Monthly	3,052	3,206	3,365	3,534	3,710	3,895
			Annual	36,630	38,468	40,384	42,405	44,518	46,738
		122	Monthly	2,652	2,851	3,047	3,247	3,409	3,580
			Annual	31,823	34,218	36,565	38,959	40,907	42,954
		120	Monthly	2,607	2,737	2,874	3,018	3,168	3,327
			Annual	31,279	32,844	34,486	36,211	38,021	39,922
		116	Monthly	2,415	2,535	2,662	2,795	2,935	3,082
			Annual	28,975	30,423	31,943	33,541	35,217	36,979
		115	Monthly	2,235	2,346	2,464	2,585	2,714	2,851
			Annual	26,823	28,151	29,565	31,022	32,564	34,215
		113	Monthly	1,881	1,974	2,077	2,178	2,290	2,404
			Annual	22,577	23,684	24,921	26,135	27,478	28,847
		111	Monthly	1,566	1,615	1,695	1,780	1,869	1,962
			Annual	18,795	19,375	20,344	21,361	22,429	23,550

# ORDINANCE RECORD

Ordinance No.

No. 728--REDFIELD & COMPANY INC., OMAHA

Table 200		Wage Range	A	B	C	D	E	F	G
<b>Classification:</b>									
<b>Hourly Non-Exempt</b>									
	218	Hrly	14.81	15.55	16.33	17.15	18.00	18.90	19.85
	217	Hrly	14.21	14.91	15.66	16.45	17.26	18.14	
	216	Hrly	13.53	14.20	14.89	15.65	16.43	17.24	
	215	Hrly	12.90	13.53	14.21	14.91	15.66	16.45	
	214	Hrly	11.90	12.48	13.10	13.76	14.47	15.18	
	213	Hrly	10.90	11.44	12.04	12.64	13.28	13.95	
	212	Hrly	10.86	11.38	11.98	12.60	13.23	13.86	
	211	Hrly	10.50	11.01	11.59	12.14	12.76	13.40	
	210	Hrly	8.16	8.56	8.98	9.45	9.90	10.40	

Table 300		Wage Range	A	B	C	D	E	F	G
<b>Classification:</b>									
<b>Public Works</b>									
<b>Collective</b>									
<b>Bargaining</b>									
<b>Hourly Non-Exempt</b>		<b>Collective Bargaining</b>							
	322	Hourly	15.67	16.44	17.27	18.13	19.02	19.99	20.98
	320	Hourly	14.95	15.66	16.46	17.28	18.12	19.03	19.99
	318	Hourly	14.80	15.50	16.30	17.12	17.94	18.85	19.80
	316	Hourly	13.54	14.20	14.90	15.66	16.43	17.24	18.11
	311	Hourly	10.96	11.51	12.08	12.69	13.35	14.00	

Table 400		Wage Range	A	B	C	D	E	F
<b>Classification: FOP</b>								
<b>Collective</b>								
<b>Bargaining</b>								
<b>Hourly Non-Exempt</b>								
	426	Hourly				24.02	25.01	26.62
	423	Hourly	16.36	17.45	19.18	20.30	22.16	23.31

# ORDINANCE RECORD

Ordinance No.

No. 728—REDFIELD & COMPANY INC., OMAHA

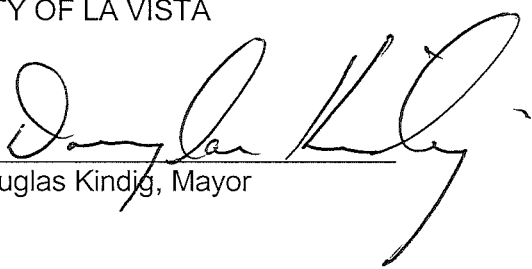
Section 23. Repeal of Ordinance No. 961. Ordinance No. 961 originally passed and approved on the 6<sup>th</sup> day of September 2005, is hereby repealed.

Section 24. Effective Date. This Ordinance shall take effect after its passage, approval and publication as provided by law.

Section 25. This Ordinance shall be published in pamphlet form and take effect as provided by law.

PASSED AND APPROVED THIS 7TH DAY OF FEBRUARY 2006.

CITY OF LA VISTA

  
Douglas Kindig, Mayor

ATTEST:

  
Rita M. Ramirez, CMC  
City Clerk

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