

Ordinance #535 – Job Classifications and Pay Schedules for Non-Union Employees
Explanation of Proposed Action

The purpose of this proposed change is to align various changes to the listing of job classifications adopted by amendment to the Merit Plan since February 2013, pursuant to Section 51 of the Claremont City Charter and Section 2 of the Merit Plan, and to enact a new 2014 Non-Union Employee Pay Schedule, replacing the Pay Schedule adopted April 11, 2007. The proposal also moves the position of Superintendent Parks & Facilities from Grade 8 to Grade 9, Superintendent of Recreation Programs and Part Time Police Accreditation Coordinator from Grade 7 to Grade 8 as a result of the re-pointing process which showed increased job duties for these positions. The Personnel Advisory Board has reviewed and approved the proposed changes.

Enactment of this Ordinance will: 1) update the non-union employee classification schedule and 2) adopt a new Pay Schedule for non-union City employees, pursuant to Section 25 of the City Charter, which will permit all non-union city employees to become eligible for a merit pay increase in calendar year 2014, as approved by prior budget action of the City Council.

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND FOURTEEN

ORDINANCE #535

"JOB CLASSIFICATIONS AND PAY SCHEDULES FOR NON-UNION EMPLOYEES"

THE CITY OF CLAREMONT ORDAINS:

The non-union job classifications and salary scales, as adopted by Ordinance 480, are hereby amended and readopted as follows:

Section 1. Compensation and Job Classification

The compensation of every non-union employee of the city shall be determined by the classification of the job in which such person is employed and in accordance with Attachments B and C (which are on file in the city manager's office) to the city's Merit Plan.

Section 2. Job Classification

Attachment B, as amended, is further amended to reflect the following revised classifications of existing positions:

- Grade 9 Superintendent Parks & Facilities
- Grade 8 Superintendent of Recreation Programs
- Grade 8 Part time Police Accreditation Coordinator

Section 3. Compensation for nonunion/nonexempt employees

With the exception of employees in grades 1 through 4, which are specified solely by an hourly wage rate, rates of compensation of each nonunion, nonexempt city employee may be specified by hourly, weekly or annualized salary scales as set forth in Attachment C (on file in the city manager's office). An individual may be hired at or promoted to any salary scale within his/her classification if, in the opinion of the department head with the concurrence of the city manager, such individual possesses such experience, skills, or knowledge that meet or exceed the requirements of the position.

Section 3. Salary scales for nonunion/exempt employees

The rates of compensation to be paid to each nonunion/exempt city employee shall be at the annualized pay scales as set forth in Attachment C (on file in the city manager's office), with the exception of the salary of the city manager which is discretionary with the city council. An individual may be hired at or promoted to any salary scale within his/her classification if, in the opinion of the department head with the concurrence of the city manager, such individual possesses such experience, skills, or knowledge that meet or exceed the requirements of the position.

Section 4. Prior Enactment Superseded

The job classification and pay schedules as adopted by action of the City Council prior to adoption of this Ordinance, and all prior amendments thereto, are hereby repealed as they pertain to nonunion employees.

Section 5. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 6. Effective Date

This Ordinance shall take effect and be enforced immediately upon passage, but shall be retroactive to the first day of the month in which it is passed upon third reading.

Introduced and passed on first reading _____ 2014.

Considered and passed on second reading _____ 2014.

Considered and passed on third reading by a two-thirds vote _____ 2014.

Victor Bergeron

Keith Raymond

Nicholas Koloski

James Reed

Charlene Lovett

John Simonds

Kyle Messier

Carolyn Towle

Mayor James C. Neilsen, IV

Attest: _____
Clerk to the Council

City of Claremont

2014 Non Union Employee Classification Plan

Attachment B

Ordinance #535

May 14, 2014

Grade	Position
**	City Manager
12	Public Works Director
12	City Attorney
12	Finance Director
12	Police Chief
12	Fire Chief
12	Planning & Development Director
11	Ass't. Public Works Director
11	Deputy Fire Chief
11	Deputy Police Chief
11	Director of Parks & Recreation
11	City Librarian
11	Chief Assessor
10	Police Captain
10	Water & Sewer Superintendent
10	Deputy Assessor
10	City Treasurer/Ass't. Finance Director
10	Welfare Director
10	Highway Superintendent
10	City Planner
10	Police Attorney/Prosecutor
10	Information Systems II/Network Admin
10	Planning & Development Project Manager
9	Ass't. City Librarian/Adult Services
9	Fire Code Enforcement Officer
9	Chief Building & Code Enforcement Officer
9	Business Development Coordinator

9	Human Resources Coordinator
9	City Engineer
9	Police Lieutenant
9	City Clerk/Tax Collector
9	Fire Captain
9	Communications/Records Manager
9	Superintendent Parks & Facilities
8	Children's Librarian
8	Information Systems I /MIS Coordinator
8	Superintendent of Recreation Programs
8	Health Services Inspector
8	Part Time Police Accreditation Coordinator
7	Assessing Technician
7	Business Development Specialist
7	Part Time Police Detective/Prosecutor
7	Circulation Librarian
7	Program Director for Parks & Recreation
7	Executive Assistant/Clerk to the Council
7	Maintenance Supervisor
7	Legal Assistant/Fiscal Grant Administrator
7	Community Center Coordinator
6	Secretary to Public Works Dir./Office Mgr
6	Police Information Systems Coord./Firearms Trainer
6	Secretary to Police Chief
6	Part Time Youth/Adult Program Coordinator
6	Part Time Aquatic Program Coordinator
6	Community Center AM/PM Weekend Facility
5	Children's Librarian Assistant
5	Part Time Seasonal Patrol and Enforcement
5	Part Time Community Center
	Janitor
	Front Desk
	Play Area Attendant
4-A	Call Firefighter
4-B	Call Lieutenant
4-C	Call Captain

3 Temporary Part-Time Crossing Guards

2 Part-Time Personnel (listed below)
After School Program Coordinator
Central Collections Clerk
Communications Specialist
Janitor
Parking Attendant
Dog Officer
Transfer Station Attendant
Parking Enforcement Officer
Police Officer
Library Cataloger
Secretary
Clerical
Teen Coordinator
Summer Help

1 Temporary & Seasonal Help
Any positions not specifically listed above

** CEO Salary & Benefits at the Total Discretion of the City Council

City of Claremont

2014 Non Union Employee Pay Schedule

Attachment C

Ordinance #535

May 8, 2014

Grade	Minimum	Annual Salary Midpoint	Maximum
12	\$ 61,000	\$ 71,417	\$ 92,842
11	\$ 53,410	\$ 62,490	\$ 81,237
10	\$ 47,300	\$ 55,341	\$ 71,943
9	\$ 42,350	\$ 49,550	\$ 64,414
8	\$ 36,630	\$ 42,857	\$ 55,714
7	\$ 33,152	\$ 38,788	\$ 50,424
6	\$ 29,456	\$ 34,464	\$ 44,803
5	\$ 25,200	\$ 29,484	\$ 38,329
4a	\$ 7.50***	plus \$550 per year	
4b	\$ 7.75	plus \$600 per year	
4c	\$ 8.25	plus \$650 per year	
3	\$ 55.00	per week	\$ 70.00
2	\$ 7.25	per hour	\$ 15.00
1	\$ 7.25	per hour	\$ 12.00

** CEO Salary & Benefits at the Total Discretion of the City Council

*** Minimum hourly wage will follow state and federal minimum hourly wage.

Ordinance #536 – Conforming Merit System Language
Explanation of Proposed Action

The purpose of this proposed change is to align the revisions to the Merit Plan, as approved by the City Council, with Part II, Chapter 2, Article V, Merit System, of the Claremont City Code in order to eliminate inconsistencies between the Code provisions and the Merit Plan.

Enactment of this Ordinance will: 1) conform the Code with the Merit Plan by removing inconsistencies between the two enactments; and 2) update the Code by removing provisions (already removed from the Merit Plan) that are no longer in compliance with either state or federal law.

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND FOURTEEN

ORDINANCE #536

“CONFORMING MERIT SYSTEM LANGUAGE”

The City of Claremont Ordains:

Part II, Chapter 2, Article V, Merit System, of the Claremont City Code, is hereby amended as follows.

Section 1. Article V, Merit System

Sec. 2-381. Personnel department.

Amend Section 2-381, as well as Article V generally, to delete all references to "personnel officer" and replace with the phrase "human resources coordinator."

Sec. 2-382. Exempt service

Amend Section 2-382 by deleting the listing of "exempt" positions and inserting the following revised listing of "exempt" positions:

- (1) City manager.
- (2) Director of public works and highways.
- (3) Police chief.
- (4) Fire chief.
- (5) City solicitor.
- (6) Director of planning and development.
- (7) Finance director.
- (8) Deputy police chief.
- (9) Deputy fire chief.
- (10) City librarian.
- (11) Chief assessor.
- (12) Director of parks and recreation.
- (13) Police captain(s).
- (14) Superintendent—Highway division.
- (15) Welfare director.
- (16) City treasurer/assistant finance director.
- (17) Superintendent— Water/Sewer.
- (18) City planner.
- (19) Fire captain(s).
- (20) Information systems II/network administrator.
- (21) Tax collector/city clerk.
- (22) Police lieutenant(s).
- (23) Assistant city librarian/adult services.
- (24) Human resources coordinator.
- (25) Business development coordinator.

- (26) Chief building and code enforcement officer.
- (27) City engineer.
- (28) Planning and development project manager.
- (29) Health service inspector.
- (30) Superintendent parks & facilities
- (31) Information systems I/MIS coordinator.
- (32) Children's librarian.
- (33) Assessing technician.
- (34) Business development specialist.
- (35) Superintendent recreation programs
- (36) Circulation librarian.
- (37) Part-time police detective/prosecutor.
- (38) Office manager—Public works.
- (39) Community center coordinator
- (40) Program director for Parks & Rec.
- (41) Executive assistant/clerk to the Council
- (42) Legal assistant/fiscal grant administrator
- (43) Assistant public works director
- (44) Police attorney/prosecutor
- (45) Communications/records manager
- (46) Secretary to police chief
- (49) Fire codes enforcement officer
- (50) Call firefighter; call lieutenant; call captain
- (51) Maintenance supervisor
- (52) Community development project coordinator
- (53) Deputy assessor
- (54) Children's librarian assistant
- (55) Police accreditation coordinator

Sec. 2-385. Application and appointment

Amend Section 2-385(a), (b), (d) and (e) by deleting the exiting text and replacing it as follows:

a) *Nondiscrimination.* The City of Claremont is committed to a policy of equal opportunity founded on the basic belief of respect for the individual. All aspects of employment are carried out free of discrimination or harassment based on race, color, religion, sex, national origin, ancestry, age, familial status, sexual orientation, handicap, disability, veteran status, or other protected classification. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, layoff, recall, transfer, termination, leaves of absence, compensation and training.

(b) *Applications, vacancy.* Upon vacancy of a position, an applicant for a position covered by the Merit System may file an application with the human resources coordinator/city manager. Such application shall include the applicant's education, experience and ability. These applications will be placed on file for a duration of one (1) year.

(d) *Examination.* Following receipt of applications, the human resources coordinator/city manager shall give such examination as may be required by the classification plan. This examination may be written or oral and shall be given to all qualified applicants at the same time where practicable. A standard examination shall be given to each applicant qualified for a particular position. All applicants that are offered a position shall first pass physical and drug test examination, as may be indicated by the position. Such physical and drug test examination, if required, shall cause to be given by a licensed physician designated by the human resources coordinator/city manager.

(e) *Interviews.* The human resources coordinator will schedule and participate in all interviews and perform all reference checking. The City Manager has the final authority on all appointments and may participate in the interview process if he/she chooses to do so. This excludes the Police Department.

Sec. 2-386. Temporary appointments

Amend Sec. 2-387 by deleting the last two sentences, so that the section shall read:

When qualified applicants are not available, or pending the making of a permanent appointment, the city manager may make temporary appointments. Such temporary appointments shall be made under such terms and conditions as he/she may deem advisable under the circumstances.

Sec. 2-387. Probation

Amend Sec. 2.-387 by revising generally so that the section shall read:

All original or promotional appointments shall be for a probationary period of one (1) year. Transfers, made at the request of the employee, shall be subject to a six (6) month probationary period if the employee has at least six (6) months service with the City. The employee's supervisor shall submit to the human resources coordinator/city manager a report on the appointee's fitness at the end of the first six (6) months of employment and again just before the completion of the probationary period. At any time during the probationary period, an unsatisfactory employee may be terminated upon the recommendation of his/her supervisor. If a transferred employee is unable to successfully perform in his/her new position, every attempt will be made to return transferred employees to their former position or another position within the City, if one exists for which that employee is qualified.

Sec. 2-388. Transfers

Amend Sec. 2-388 by revising generally so that the section shall read:

An employee or a department head may request a temporary or permanent transfer or the city manager may order such a transfer. Transfers may be made under the following conditions:

(1) In the event that one (1) department is deemed to be overstaffed and another department is in need of an employee of the same general classification.

(2) When a classified employee has applied for and has been certified and selected for a position.

(3) Where it is apparent that the qualifications of one (1) employee make him/her better suited for another position of the same general classification.

(4) All transfers shall be subject to the approval of the city manager.

Sec. 2-391. Suspension and discharge

Amend Sec. 2-391 by deleting the existing provisions and inserting the following:

(a) In order to operate in an orderly and efficient manner, and to protect the rights and safety of all employees, the City has certain basic rules, principles and expectations which must be followed.

(b) While all rules of good conduct cannot be spelled out, the following are examples of unacceptable conduct which may result in disciplinary action up to and including termination of employment:

1. Careless and/or inefficient performance of duties.
2. Failure to produce quality work and sufficient quantity of work.
3. Removing City property, records, or information from the City without proper authorization.
4. Falsifying time records.
5. Willful or careless damage to City property, or defacing City property.
6. Possessing, using, selling or being under the influence of alcohol or any illegal drugs or drug paraphernalia on City premises while performing work for the City.
7. Conviction of a felony.
8. Falsifying employment application or other City records.
9. Chronic absenteeism or tardiness, excessive absence from one's work area.
10. Insubordination or abusive or threatening language to any supervisor or employee.
11. Loss of drivers' license, if required to perform job duties.
12. Incompatibility with other employees.
13. Harassment of fellow employees or of members of the public.
14. Failure to observe all rules and regulations.

(c) Disciplinary action is primarily administered through the employee's supervisor. The Human Resources Coordinator/City Manager has overall responsibility to ensure consistency in administration of disciplinary action and policy throughout the City. The city manager may discharge an employee when, in his/her opinion, the gravity of the offense warrants. Nothing herein contained shall prevent the simultaneous suspension of an employee to whom a notice of discharge is given.

(d) Written notice of discharge shall be given to a discharged employee, together with the date upon which such discharge shall be effective. The employee to be discharged may file a written answer to such notice with the human resources coordinator within three (3) days of the date of such notice and may, as part of the written answer, require a public or private hearing before the city manager, which shall be held as soon as is practicable. The city manager, following such hearing, may take such action as he/she finds appropriate.

(e) Decisions made under this section may be appealed to the Personnel Advisory Board, pursuant to Section 2-102 of this Code.

Section 2-393. Resignation

Amend Sec. 2-393 by deleting the second sentence and revising the final sentence so that the section shall read as follow:

Any employee may resign at any time and when so resigning must give at least two (2) weeks' notice of his/her intention to resign. Department heads/directors must give at least thirty (30) days' notice of resignation. All resignations must be submitted to the department head. Upon resignation, the employee shall forfeit all seniority and employment privileges allowed by these rules and regulations. Such employee may reapply for employment with the City, but only after complying with section 2-385 of this article on the same basis as any other applicant.

Section 2-394. Vacation

Amend Sec. 2-394 by deleting the existing provision and inserting the following:

(a) All permanent full-time employees are entitled to vacations in an amount as detailed in the regulations of the Merit Plan. The employee's anniversary date of hire will be used to determine the amount of vacation time due on the first year of service only; after which vacation time will be accrued on an annual basis.

(b) In the event of death of an employee, the value of the employee's accrued vacation, computed as that which he/she would have been entitled to take at the time of death, shall be paid to the employee's estate following current state and federal guidelines.

(c) Part-time, temporary and seasonal employees are not entitled to vacation time or pay.

(d) It is the intent of this policy to allow employees to take vacation for rest and relaxation, away from the work place. The City does not provide vacation pay in lieu of vacation time, except as may be stated herein. No employee may work for the City, or in the place of another employee of the City, while said employee is receiving vacation pay. This provision does not apply to employees who serve as election officials for the City, other than the City Clerk.

(e) A maximum of ten (10) days vacation may be carried over with the approval of the department head, subject to the approval of the city manager, at a rate earned. In such an event, written request must be made, through the department head, to the city manager. If approved by the city manager, such request and permission shall be filed with the human resources coordinator. Except in exceptional circumstances, an employee will forfeit any unused vacation. If an employee wishes to carry over more than ten (10) days vacation time, written request must be made through the Department Head to the City Manager, according to procedures set forth in the Merit Plan.

(f) Upon leaving the employ of the City, employees will be paid for any remaining accrued vacation time.

Section 2-395. Sick Leave, injury leave, and approved leave.

Amend Sec. 2-395(b) by deleting the existing provision and replacing it as follows:

(b) Sick leave is granted to eligible employees because of an off-the-job illness or injury in accordance with the provisions of the Merit Plan and applicable state and

federal law and regulation. Intermittent leave and reduced leave schedules may also be granted in accordance with the Merit Plan and applicable state and federal law and regulation in such manner that does not unduly disrupt the city's operations.

Amend Sec. 2-395(d) by deleting the existing provision and replacing it as follows:

(d) All regular full-time employees shall be entitled to two (2) non-cumulative Personal Days each year. Personal days off must be approved in advance by the department head, may not be carried over into the following year and, if unused, are forfeited.

Amend Sec. 2-395(f) by adding a new sentence at the end of the existing text as follows:

(f) Employees who receive workman's compensation benefit payments that duplicate payments received from the city are required to sign over or repay to the city any such amounts.

Amend Sec. 2-395(g) generally so that the subsection reads as follows:

(g) Military leave will be granted to an employee on regular duty who voluntarily or involuntarily enters into the military service of the United States during a time of war or national emergency. Military leave will be granted to any person on active duty with the National Guard or organized Military Reserve. Such leave shall be leave without pay and shall be for the duration of the war or national emergency. Employees entering upon military leave shall file a request with the human resources coordinator who shall note the same on the employee's personnel record. Following the completion of military service, the employee shall be entitled to be reinstated in the position he/she vacated or an equivalent position, provided that he/she shall file a request to do so with the human resources coordinator within a period of thirty (30) days following such completion of military service or as required by law (Uniformed Services Employment and Reemployment Rights Act (USERRA)). Paid leave shall not accrue during the military leave.

Amend Sec. 2-395(n) to delete the last sentence so that the subsection reads as follows:

(n) Holidays falling on a Saturday shall be celebrated on the preceding Friday, while those on Sunday shall be celebrated on the following Monday.

Amend Sec. 2-395(o) generally so that it reads as follows:

(o) Holiday leave for deputy fire chiefs/captains and police lieutenants shall be paid at their regular hourly rate (in addition to their regular weekly pay) for each of these holidays, whether or not the employee is on vacation or sick.

Delete Sec. 2-395(p) in its entirety.

Section 2-396. Overtime

Amend Sec. 2-396(a) by deleting the second sentence so that it reads as follows:

(a) Overtime for non-exempt personnel shall be authorized by the respective department head or the city manager and shall be confined to emergencies or instances where the work cannot be undertaken or completed during the regular working hours. Such compensation for work in excess of forty (40) hours may be in the form of compensating time off computed at one and one-half (1½) times the overtime hours

worked with the employee's permission. Such compensated time off must be taken during the same week in which the overtime hours are worked or in the immediately following week if the overtime hours occur on a Friday or Saturday.

Section 2-398. Longevity

Amend Section 2-398 generally so that it reads as follows:

(a) Longevity pay will be paid to all eligible employees in one (1) lump sum payment in November based on the following table:

Years of Service	Payment Per Year
5 to 9	\$300.00
10 to 14	\$400.00
15 to 19	\$500.00
20 to 24	\$600.00
25 and over	\$700.00

(b) Employees must be employed by the City at the time longevity is paid (as of November 1 of any year) to be eligible for the longevity payout. Retiring employees who meet all the retirement eligibility requirements set forth by NHRS shall receive their longevity payment at the time of their retirement as long as that money has been allocated in the current year's budget.

Section 2-398. Retirement

Amend Sec. 2-398(c) and (d) generally so that they read as follows:

(c) After twenty (20) years' satisfactory service, city employees, upon retirement or state approved disability retirement, NHRS Group 1 employees who have reached the age of sixty (60) or greater and NHRS Group 2 employees who have reached the age for retirement as authorized by the NHRS, shall be paid one hundred (100) percent of their individual accumulated sick leave as a retirement severance adjustment. Only employment for the City of Claremont shall be counted in computing service time for this benefit.

(d) In the event of death of an active employee, the city shall pay his or her estate one hundred (100) percent of the employee's accumulated sick leave.

Section 2-399. Personnel advisory board

Amend Sec. 2-399 generally so that it reads as follows:

The personnel advisory board provided for by Section 53 of the City Charter and Chapter 2, Article II, Division 6 of this Code shall hear the appeal of any employee of any decision or ruling made under the provisions hereof. In considering such appeals, the board shall have the right to summons any employee or officer of the city to appear before it and offer evidence or testimony relating thereto. Failure of an employee to so appear when requested shall make him/her subject to disciplinary action under the

provisions of section 2-391. The board shall have the right at all times to examine the personnel records and any other books or records of the city related to matters before the board.

Section 2-401. Insurance

Amend Sec. 2-402 generally so that it reads as follows:

(a) All exempt and non-exempt full-time employees shall receive the same health, dental and life insurance as the highest coverage of the four (4) municipal union contract settlements, for which the exempt and non-exempt full-time employees shall pay no more than the least amount paid by these above-mentioned union contracts. If an employee does not enroll himself/herself nor their family in the city health plan for any calendar year, a lump sum payment equal to one-half (1/2) the cost of the BC2 Tier RX 10/20/30 for a single person allotment (pro-rated if the employee has not completed a full calendar year) that the City is required to pay under this paragraph will be paid to such employee in November of each applicable year. Any employee taking advantage of this provision shall provide proof of other health insurance by January 1 of each year for which payment is to be made to the human resources coordinator.

(b) The city shall indemnify all exempt and non-exempt employees to the extent prescribed by RSA 31:106. For this purpose, the city shall maintain liability insurance.

(c) The city shall provide the following short-term disability income insurance:

- (1) Two-thirds (2/3) of the employee's gross base income, up to a maximum allowable benefit of \$750.00 per week, with the remaining one-third of the employee's gross base income to be paid by the city;
- (2) Twenty-six (26) weeks of coverage;
- (3) Forty-five-calendar day waiting period;
- (4) The employee must have two (2) years' continuous employment with the city;
- (5) Disability payments are solely the responsibility of the insurance carrier;
- (6) Approved disability leave is also counted as FMLA leave.

All disabilities shall be verified by a medical doctor's statement as to the length of time and severity of the disability. The city may request a second opinion at its expense. Disability coverage shall not apply to injuries covered by workman's compensation insurance. Health insurance coverage shall remain in force for the employee paying his/her contribution. Employees who receive short-term disability benefit payments that duplicate payments received from the City are required to sign over or repay to the City any such amounts.

(d) The City reserves the right to change, at its discretion, from time to time, insurance carriers; provided any insurance carrier selected shall be licensed to do business in the State of New Hampshire and shall provide insurance coverage as near as possible to the current benefit level.

Section 2-402. Education

Amend Sec. 2-402(c) generally and insert a new subsection (e) to read as follows:

(c) Once a course has been approved as meeting the requirements, an advance of up to one-half (1/2) of the cost of the books and tuition for the authorized program will be

made to the employee, not to exceed seven hundred fifty dollars (\$750.00). Up to the full amount of the remainder of the course reimbursement, not to exceed seven hundred fifty dollars (\$750.00), will be paid to the employee in accordance with the criteria as set forth in the Merit Plan. Any employee failing to satisfactorily complete the course as detailed in the Merit Plan criteria shall have the advance payment deducted from his/her paycheck in ten (10) equal weekly payments.

(e) The city will reimburse an employee whose job-related education expenses are paid for by Veterans' benefits or other scholarships only to the extent the educational expenses are not reimbursed by those benefits or scholarships up to the city's maximum allowed.

Section 2-404. Management rights

Amend Sec. 2-404 by deleting the last sentence.

Section 2-405. Non-union staff benefits

Amend Sec. 2-405 by deleting the existing provision and inserting the following:

Notwithstanding and in lieu of receiving any of the bonuses as set forth in the several collective bargaining agreements between the city's unions and the City, exempt and nonexempt, full-time, non-union city employees shall receive a Merit Plan Bonus, as set forth in the Merit Plan, to be paid in one lump sum in November of each year. Ongoing eligibility will be reviewed on a yearly basis by the City Manager to determine if this bonus should be continued.

Section 2. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 3 Effective Date

This Ordinance shall take effect and be enforced immediately upon passage.

Introduced and passed on first reading _____, 2014.

Adopted by the Claremont City Council on _____, 2014.

Victor Bergeron

Keith Raymond

Nicholas Koloski

James Reed

Charlene Lovett

John Simonds

Kyle Messier

Carolyn Towle

Mayor James C. Neilsen, IV

Attest: _____
Clerk to the Council

Ordinance #555– Merit System
Explanation of Proposed Action

The purpose of this proposed change is to revise the provision of the Merit Plan related to health insurance.

Enactment of this Ordinance will revise Section 2-401(a) by: 1) eliminating reference to a specific health insurance plan so that the Code does not need to be amended every time the City changes the health insurance plan offered to Merit Plan employees; and 2) clarifying the provision related to employees opting out of the City's health insurance plan.

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND SEVENTEEN

ORDINANCE #555

“AMENDING MERIT SYSTEM LANGUAGE”

The City of Claremont Ordains:

Part II, Chapter 2, Article V, Merit System, of the Claremont City Code, is hereby amended as follows.

Section 1. Article V, Merit System

Section 2-401. Insurance

Amend Sec. 2-401(a) generally so that it reads as follows:

(a) All exempt and non-exempt non-union full-time employees shall be eligible to receive health, dental and life insurance coverage. It is the intent of the city that these plans, as further detailed in the Merit Plan, will be as equitable as possible for all employees of the city. An employee who does not enroll himself/herself or their family in the city health plan for any calendar year shall receive a lump sum payment equal to one-half (1/2) the cost of the city health plan offered to non-union employees for a single person allotment (pro-rated if the employee has not completed a full calendar year) that the city would be required to pay under the city's health plan. Payment will be paid to such employee in November of each applicable year. To qualify for this benefit, any employee taking advantage of this lump sum payment provision shall provide proof of other health insurance, other than from a state or federal Health Insurance Marketplace, by January 1 of each year for which payment is to be made to the human resources coordinator. Once the benefit is paid, the employee may not opt back into city coverage within the same plan year.

Section 2. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 3. Effective Date

This Ordinance shall take effect and be enforced immediately upon passage.

Introduced and passed on first reading _____, 2017.

Adopted by the Claremont City Council on _____, 2017.

Carolyn Towle

Nicholas Koloski

Victor Bergeron

Bruce Temple

John Simonds

Alan Damren

Scott Pope

Keith Raymond

Mayor Charlene Lovett

Attest: _____
Clerk to the Council