

ORDINANCE NO. 25-2022 (AS), *Second Reading*

By Mayor Seren

An Ordinance establishing salary schedules, position classifications and other compensation, and benefits for officers and employees of the City; and declaring an emergency.

WHEREAS, Article 5, Section 4 of the Cleveland Heights Charter requires this Council to “fix by ordinance the salary, rate, or amount of compensation of all officers and employees of the City;” and

WHEREAS, Cleveland Heights Codified Ordinance Section 139.21 generally requires this Council to “establish employees’ wages, hours of work, sick leave benefits, paid hospitalization benefits, vacations, legal holidays, and all other forms of fringe benefits and other conditions of employment by ordinance.”

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio that:

Except as otherwise specifically provided herein, effective the date stated in the separate sections hereof, the following salary schedules and other compensation for described position classifications will be in effect for such classifications as of April 1, 2022; provided, however, that if the revenues received by the City are not sufficient to meet the foregoing salaries, all salaries shall be reduced by the Mayor to a point which will not exceed the appropriated revenues of the City.

The salary of any officer or employee may, from time to time, be reduced or increased by the Mayor or his designee, but not below or above the amounts specifically fixed herein for such classifications.

Additional temporary classifications may be established by the Mayor when, in the judgment of the Mayor, job specifications and duties differ significantly from existing classifications as herein provided when a new temporary classification is warranted.

The Mayor shall advise Council when such new classification is warranted with the salary being determined by using the hourly rate for the full-time position as a maximum rate.

**SECTION 1.** The following position classifications and salary schedules are hereby established.

| Position   | FLSA | SG | Min       | Mid       | Max       |
|--|------|----|-----------|-----------|-----------|
| City Manager   | E    | 50 | \$105,314 | \$136,949 | \$168,585 |
| City Administrator   | E    | 49 | \$94,030  | \$122,276 | \$150,522 |
| Police Chief<br>Fire Chief   | E    | 48 | \$83,956  | \$109,175 | \$134,395 |
| Director(s) of:<br>Communications & Public Engagement<br>Economic Development<br>Finance<br>Housing<br>Human Resources<br>IT<br>Law<br>Parks & Recreation<br>Planning<br>Public Works/ Capital Projects  | E    | 47 | \$74,960  | \$97,478  | \$119,995 |
| Assistant Finance Director<br>Assistant Fire Chief<br>Assistant Housing Director<br>Assistant Law Director<br>Assistant Planning Director<br>Assistant Public Works Director<br>Business Development Manager<br>Capital Projects Manager<br>Utilities Commissioner | E    | 46 | \$66,929  | \$87,034  | \$107,139 |
| Facilities Superintendent<br>Information Systems Manager   | E    | 45 | \$62,167  | \$77,709  | \$93,250  |
| Financial Analyst  | E    | 44 | \$55,506  | \$69,383  | \$83,259  |

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| Position   | FLSA | SG | Min      | Mid      | Max      |
|--|------|----|----------|----------|----------|
| CDBG Program Coordinator/ Planner<br>City Planner I<br>City Planner II<br>GIS Coordinator<br>Manager - Cain Park<br>Supervisor - Forestry<br>Supervisor - Sanitation<br>Supervisor - Streets<br>Supervisor - Vehicle Maintenance<br>Supervisor - Water/Sewer | E    | 43 | \$49,559 | \$61,949 | \$74,339 |
| Chief Housing Inspector<br>Digital & Government TV Program Coordinator<br>Parks & Recreation Assistant Commissioner<br>Senior Housing Rehabilitation Specialist<br>Supervisor - Utility Administration   | E    | 42 | \$44,249 | \$55,312 | \$66,374 |
| Graphic Designer<br>Public Relations Specialist  | E    | 41 | \$39,508 | \$49,385 | \$59,262 |
| Office Manager<br>Supervisor – Fitness Center<br>Supervisor - General Recreation<br>Supervisor - Ice Programs<br>Supervisor – Office on Aging<br>Supervisor - Recreation & Aquatics<br>Supervisor - Sport Programs   | E    | 40 | \$35,275 | \$44,094 | \$52,913 |

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| Position  | FLSA | SG | Min     | Mid     | Max     |
|---|------|----|---------|---------|---------|
|   | NE   | 20 | \$27.75 | \$34.69 | \$41.63 |
| Executive Assistant to Mayor  | NE   | 19 | \$24.78 | \$30.98 | \$37.17 |
| Assistant Clerk of Council<br>Housing Program Coordinator<br>Housing Property Investigator<br>Paralegal   | NE   | 18 | \$22.13 | \$27.66 | \$33.19 |
| Engineer/Inspector<br>Housing Inspector<br>Housing Inspector/ Housing court Representative<br>Housing Rehabilitation Specialist<br>Human Resources Generalist<br>Legal Secretary  | NE   | 17 | \$19.75 | \$24.69 | \$29.63 |
| Accountant<br>Audio Engineer<br>Camera Operator<br>GIS Analyst<br>Information Systems Technician<br>Information Systems Technician - Senior<br>Payroll Administrator<br>Utility Inspector                                 | NE   | 16 | \$17.64 | \$22.05 | \$26.46 |
| Accounts Payable Coordinator<br>Community Relations Assistant<br>Human Resources Coordinator<br>Planning Technician<br>Secretary to Director<br>Special Projects Coordinator<br>Social Media Coordinator<br>Social Worker | NE   | 15 | \$15.75 | \$19.69 | \$25.00 |
| Administrative Assistant<br>Mayor Intern<br>Office Assistant<br>Office Assistant II   | NE   | 14 | \$14.06 | \$17.58 | \$21.09 |
| Finance Clerk<br>Receptionist<br>Utility Billing Clerk  | NE   | 13 | \$12.55 | \$15.69 | \$18.83 |

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|  |    | 12 | \$11.21 | \$14.01 | \$16.81 |
|--|----|----|---------|---------|---------|
| Building Attendant<br>Cashier<br>Head Cashier<br>Laborer           | NE | 11 | \$10.01 | \$12.51 | \$15.01 |
| Front Desk Assistant<br>Resident Services Supervisor<br>Van Driver | NE | 10 | \$9.30  | \$11.17 | \$17.00 |

**ELECTED OFFICIALS:**

|                      |              |
|----------------------|--------------|
| Mayor (As of 1/1/22) | \$115,000.00 |
| Council Member       | 9,270.00     |
| Council President    | 11,840.00    |

**SEASONAL POSITIONS:**

**RECREATION PROGRAMS: SWIMMING POOLS:**

|                                     |                                    |               |
|-------------------------------------|------------------------------------|---------------|
| Assistant Supervisor                | 9.36/hour                          | 16.50/hour    |
| Aquatic Program Supervisor          | 9.36/hour                          | 14.48/hour    |
| Cashier                             | 9.30/hour                          | 13.36/hour    |
| Guard (A.L.S.)                      | 9.30/hour                          | 13.00/hour    |
| Head Guard                          | 10.00/hour                         | 1400/hour     |
| Head Cashier                        | 9.30/hour                          | 13.36/hour    |
| Head Coach (Summer)                 | 364.14/<br>Per biweekly pay period | 573.68/       |
| Head Coach Assistant                | 260.10/<br>Per biweekly pay period | 573.68/       |
| Learn to Swim Coordinator           | 260.10/per season                  | 573.68/season |
| Preschool Learn to Swim Coordinator | 260.10/per season                  | 573.68/season |
| Pool Attendant                      | 9.30/hour                          | 11.33/hour    |

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|                            |   |                 |
|----------------------------|---|-----------------|
| Pool Maintenance           | 9.30/hour   | 11.33/hour      |
| Pool Manager               | 10.40/hour  | 18.07/hour      |
| Private Instructor Fee     | 2/3 of private instruction;<br>Fees charged and collected |                 |
| Security Guard             | 9.30/hour   | 10.53/hour      |
| Sports Assistant           | 9.30/hour   | 12.33/hour      |
| Sports Coordinator         | 10.40/hour  | 23.65/hour      |
| Sports Supervisor          | 9.30/hour   | 23.65/hour      |
| Tennis Court Attendant     | 9.30/hour   | 10.18/hour      |
| Tennis Lesson Instructor   | 10.40/hour  | 18.22/hour      |
| Tennis Program Coordinator | 2,601.00/season   | 4,489.45/season |
| Umpire                     | 10.40/hour  | 23.65/hour      |
| Water Aerobics Instructor  | 182.07/per session  | 286.84/session  |

**PLAYGROUNDS:**

|                                 |   |
|---------------------------------|---|
| Private Instructor Fee (Tennis) | 2/3 of private instruction;<br>Fees charged and collected |
| Summer Basketball Coordinator   | 13.53/hour  |
| Summer Basketball Counselor     | 11.44/hour  |

**CAIN PARK THEATRE:**

|                              |             |             |
|------------------------------|-------------|-------------|
| Actor                        | 300.00/week | 500.00/week |
| Assistant Box Office Manager | 350.00/week | 550.00/week |
| Assistant Operations Manager | 350.00/week | 550.00/week |
| Assistant Production Manager | 350.00/week | 550.00/week |
| Assistant Stage Manager      | 350.00/week | 550.00/week |
| Assistant to General Manager | 400.00/week | 600.00/week |
| Box Office Manager           | 350.00/week | 550.00/week |

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|                                 |  |                 |
|---------------------------------|--|-----------------|
| Box Office Staff                | 9.30/hour  | 15.00/hour      |
| Carpenter                       | 300.00/week  | 500.00/week     |
| Costume Shop Manager            | 350.00/week  | 550.00/week     |
| Electrician                     | 350.00/week  | 550.00/week     |
| Events Production Manager       | 400.00/week  | 600.00/week     |
| General Technician              | 300.00/week  | 500.00/week     |
| Hospitality Coordinator         | 300.00/week  | 500.00/week     |
| House Manager                   | 9.30/hour  | 15.00/hour      |
| Maintenance                     | 9.30/hour  | 15.00/hour      |
| Operations Assistant            | 300.00/week  | 500.00/week     |
| Operations Manager              | 450.00/week  | 650.00/week     |
| PR/Marketing Assistant          | 400.00/week  | 650.00/week     |
| PR/Marketing Coordinator        | 300.00/week  | 500.00/week     |
| Sound Engineer                  | 350.00/week  | 550.00/week     |
| Stage Manager                   | 350.00/week  | 600.00/week     |
| Theater Production Manager      | 400.00/week  | 650.00/week     |
| Master Wardrobe Coordinator     | 300.00/week  | 500.00/week     |
| <b><u>ICE SKATING RINK:</u></b> |  |                 |
| Cashier                         | 9.30/hour  | 13.36/hour      |
| Hockey Director                 | 2,184.84   | 2,300.00/season |
| Ice Safety Guard                | 9.30/hour  | 12.20/hour      |
| Ice Professional Private        | 90% of private instruction fees charged and collected. Or a flat fee of \$75.00 (if instructor teaches a minimum of four Learn to Skate classes per session) or \$150.00 (if instructor does not teach or is no longer available for the minimum number of Learn to Skate classes) |                 |
| Ice Professional Group          | 16.65/hour   |                 |
| 57.31/hour                      |  |                 |

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|                            |                 |                 |
|----------------------------|-----------------|-----------------|
| Learn to Skate Coordinator | 208.08/per week | 520.00/per week |
| Office Assistant           | 9.30/hour       | 12.26/hour      |
| Supervisor – Assistant     | 9.36/hour       | 15.76/hour      |
| Supervisor – Head          | 10.40/hour      | 18.22/hour      |

**YOUTH SPORTS PROGRAMS:**

|                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| Youth Hockey Coach                  | 10.40/hour<br>2,601.00/              | 22.96/hour or<br>4,592.00/season                    |
| Youth Hockey Program Coordinator    | 10.40/hour<br>2,601.00/              | 22.96/hour or<br>4,265.00/season                    |
| Youth Hockey Skating Instructor     | 10.40/hour                           | 45.92/hour  |
| Basketball Supervisor               | 9.30/hour<br>520.20/                 | 13.91/hour or<br>2,296.00/season                    |
| Basketball Coordinator              | 10.40/hour<br>2,080.80/<br>2,601.00/ | 22.96/hour or<br>3,171.00/winter<br>4,318.00/summer |
| Girls Softball League Supervisor    | 9.30/hour<br>1,040.40/               | 13.78/hour or<br>2,296.00/season                    |
| Youth Baseball League Supervisor    | 9.30/hour<br>1,040.40/               | 13.78/hour or<br>2,870.00/season                    |
| League / Program / Camp Assistant   | 9.30/hour                            | 10.18/hour  |
| Sports Camp Supervisor / Instructor | 9.30/hour<br>2,601.00/               | 13.91/hour or<br>1,148.00/camp                      |
| Sports Coordinator                  | 10.40/hour                           | 23.65/hour  |
| Sports Program Assistant            | 9.30/hour                            | 12.33/hour  |

**ADULT SPORTS PROGRAMS:**

|  |                         |                                  |
|--|-------------------------|----------------------------------|
| League / Program Supervisor                          | 10.40/hour<br>1,040.40/ | 22.96/hour or<br>2,296.00/season |
| Softball Umpire-In-Chief / Assistant Umpire in Chief | 10.40/hour<br>1,040.40/ | 22.96/hour or<br>1,722.00/season |

**FIELDHOUSE / FITNESS CENTER:**

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|   |   |
|---|---|
| Fitness Center Assistant                    | 8.70/hour   |
| 11.07/hour                                  |   |
| Fitness Center Coordinator                  | 9.50/hour   |
| Fieldhouse Instructor / Aerobics Instructor | 10.40/hour  |
| Front Desk Assistant                        | 9.30/hour   |
| Personal Trainer                            | 10.40/hour<br>12.64/hour or<br>70% of rate charged by trainer   |
| Head of Personal Training Services          | Additional 5% of total personal training program revenue (3% city portion/ 2% trainer portion) for administration of the program. |

**MISCELLANEOUS:**

1. The Mayor shall also serve without additional compensation as Director of Public Safety and Director of Public Services.
2. The Director of Finance shall also serve without additional compensation as Clerk of Council.
3. In addition to the salary herein above provided, the Director of Law and the Assistant Law Directors may be compensated at an overtime rate of not to exceed \$250.00 per hour for time spent in representing the City in court appearances and special projects over and above the normal work hours as approved by the Mayor.
4. School Crossing Guard        \$40.49 per day (based upon a 4-hour day)  
School Crossing Guard        \$10.12 per hour
5. “Minimum” and “maximum” as used in this Section are deemed to be exclusive of provisions for longevity, sick leave and vacation conversion, health care, deferred compensation, and other forms of non-salary compensation for which express authority is provided by ordinance.
6. To reduce criminal activity and promote safe neighborhoods, the Mayor may lease or transfer City-owned property to Basic Patrol Officers and/or members of the Classified Service of the Division of Police at fair market value.

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7. The Mayor shall have the authority, when deemed in the best interests of the City, to issue a monetary car allowance in lieu of issuing a City-owned vehicle to an employee.
8. The Mayor shall have the authority, when deemed in the best interests of the City, to issue a cost of living adjustment in the form of a one-time lump sum payment to an employee.
  
9. The Mayor shall have the authority, when deemed in the best interests of the City, to grandfather an employee whose current rate of pay exceeds the maximum range of the salary grade identified in the 2018 Compensation Study.
10. The Mayor shall have the authority, when deemed in the best interest of the City, to issue a cost of living adjustment not to exceed 2% to a grandfathered employee whose rate of pay exceeds the maximum range of the salary grade identified in the 2018 Compensation Study.

**BOARD AND COMMISSION MEMBERS:**

|   |   |
|---|---|
| 1. Architectural Board of Review,<br>Three members, each                  | \$90.00/meeting attended  |
| 2. Architectural Board of Review,<br>Two Alternate Members, each          | \$90.00/meeting attended<br>(at request of ABR Secretary)   |
| 3. Board of Zoning Appeals,<br>Five Members, each<br>One Alternate Member | \$90.00/meeting attended<br>(at request of Planning and Development Director)                                   |
| 4. Civil Service Commission,<br>Three Members, each                       | \$90.00/meeting attended  |
| 5. Planning Commission,<br>Seven Members, each                            | \$90.00/month<br>(provided the member attends at least one meeting, either regular or special during the month) |

**SECTION 2. POLICE**

Sworn members of the Police Department who are members of the police bargaining units shall have the terms, conditions, and benefits of employment as described in the labor agreement and other related documents between the City of Cleveland Heights and the Northern Ohio Patrolmen's Benevolent Association. The agreement covers the period commencing August 2,

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2021 through March 31, 2024 and may be extended by agreement of the parties. The fire arms proficiency, gun upon retirement, educational incentive bonus, and the clothing maintenance allowance shall apply to all sworn members of the Department. A copy of the labor agreement and related documents are on file in the Office of the Mayor.

### **SECTION 3. FIRE**

Sworn members of the Fire Department who are represented by the International Association of Fire Fighters shall have the terms, conditions, and benefits of employment as described in the labor agreement and other related documents between the City of Cleveland Heights and the International Association of Fire Fighters. The agreement covers the period commencing April 1, 2021 through March 31, 2024 and may be extended by agreement of the parties. The paramedic compensation, academic achievement bonus, and the clothing maintenance allowance shall apply to all sworn members of the Department. A copy of the labor agreement and other related documents are on file in the Office of the Mayor.

**SECTION 4. PUBLIC WORKS and PARKS & RECREATION** Employees in the bargaining unit as described in the memorandum of understanding and other related documents between the City of Cleveland Heights and Laborer's International Union of North America, Laborer's Local 860 of Cleveland representing Service Employees, shall have the terms, conditions, and benefits of employment as described in said memorandum of understanding and other related documents. That agreement covers the time period commencing upon execution through March 31, 2022 and may be extended by agreement of the parties. A copy of the memorandum of understanding and other related documents are on file in the Office of the Mayor. Employees may be eligible for supervisor premium pay when such duties are assumed due to absence.

### **SECTION 5. MUNICIPAL COURT**

Judge: Base pay according to the Ohio Revised Code 1901.11 is \$61,750.00

Administrative Judge compensation: \$1,500.00

Total salary: \$63,250.00

|                        | <u>Minimum</u> | <u>Maximum</u> |
|------------------------|----------------|----------------|
| Acting Clerk of Court  | 51,000.00      | 65,402.00      |
| Chief Bailiff          | 31,518.00      | 81,600.00      |
| Chief Deputy Clerk     | 35,700.00      | 66,300.00      |
| Clerk of Court         | 45,900.00      | 91,800.00      |
| Chief Accounting Clerk | 25,500.00      | 40,800.00      |

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|                                |            |            |
|--------------------------------|------------|------------|
| Chief Probation Officer        | 30,600.00  | 71,400.00  |
| Court Administrator            | 31,518.00  | 81,600.00  |
| Deputy Bailiff                 | 23,460.00  | 51,000.00  |
| Deputy Clerk                   | 23,460.00  | 44,800.00  |
| Housing Specialist             | 30,600.00  | 61,900.00  |
| Information Systems Technician | 25,500.00  | 40,800.00  |
| Law Clerk                      | 10.30/hour | 16.75/hour |
| Magistrate                     | 35,700.00  | 96,645.00  |
| Probation Officer              | 30,600.00  | 60,710.00  |
| Secretary                      | 23,460.00  | 44,166.00  |
| Security                       | 17.34/hour | 25.50/hour |

The compensation herein provided for and approved shall be payable in the manner and from the sources as provided for by applicable provisions of the Ohio Revised Code.

**SECTION 6. VACATION**

(a) All full-time permanent city employees shall accrue vacation leave according to the following schedule:

ALL FULL-TIME PERMANENT CITY EMPLOYEES

| <u>Length of Service</u>           | <u>Accrual Per Pay Period</u> |
|------------------------------------|-------------------------------|
| Up to and including the sixth year | 3.08 hours                    |
| 7 up to and including 12 years     | 4.60 hours                    |
| 13 up to and including 18 years    | 6.20 hours                    |
| 19 years or more                   | 7.70 hours                    |

Accrual of vacation days shall be by pay period and begin in the pay period in which the employee's first day of employment occurs. Vacation leave requests will be granted by the department heads in line with the needs of the department. To accommodate scheduling needs, vacation leave may be taken before actually accrued upon approval of the Mayor. When an employee terminates his employment with the city, the Mayor shall deduct from the employee's final pay periods the number of hours of vacation leave taken but not yet accrued. No more than the amount of vacation accrued in the previous twelve-month period may be carried forward into the next calendar year.

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Employees shall be paid for vacation leave accrued, but unused, at the time of separation provided the paid vacation does not exceed the employee's eligible annual accrual and further provided that such employee has worked six (6) months or more.

(b.) Permanent part-time employees with a base schedule of 20 or more hours per week will accrue vacation. Permanent part-time employees shall accrue hours based on the actual hours worked in the preceding pay period divided by 80 hours multiplied by the accrual per pay period.

| <u>Period</u> | <u>Length of Service</u>            | <u>Accrual Per Pay</u> |
|---------------|-------------------------------------|------------------------|
|               | Up to and including the fourth year | 1.54 hours             |
|               | 5 up to and including 6 years       | 3.08 hours             |
|               | 7 up to and including 11 years      | 4.6 hours              |
|               | 12 up to and including 17 years     | 6.2 hours              |
|               | 18 years or more                    | 7.7 hours              |

No more than the amount of vacation accrued in the previous twelve-month period may be carried forward into the next calendar year.

Employees shall be paid for vacation leave accrued, but unused, at the time of separation provided the paid vacation does not exceed the employee's eligible annual accrual and further provided that such employee has worked six (6) months or more.

All other full-time employees who transfer from any public agency in the State of Ohio to the City of Cleveland Heights may receive credit for the length of their consecutive service in the former public agency, in accordance with the provisions of the Administrative Code, for purposes of determining accrual of vacation leave during their employment with the City of Cleveland Heights. Accrual of vacation for transfer employees shall be determined according to the schedule set out in subsection (a). Employees who wish to receive credit for their prior public service shall obtain a certified copy of their employment record from their prior employer.

Vacation leave granted under this Section shall be administered pursuant to rules adopted by the Mayor.

(c) For purposes of this Section, the hourly rate of payment for accrued vacation leave shall be determined by the following formula: annual base pay at the time of employee separation divided by 2,080 hours.

**SECTION 7. SICK LEAVE**

(a) Full-time permanent employees may be eligible for paid sick leave. Sick leave will be accrued at the rate of 4.6 hours per pay period. Approved sick leave taken shall be charged against the employee's accumulated sick leave.

The amount of unused sick leave accumulated as of December 17, 1976 by permanent full-time employees shall be determined under the applicable terms of the Ordinances of the City of Cleveland Heights.

Employees who transfer from any public agency in the State of Ohio to the City of Cleveland Heights may receive credit for unused sick leave accrued during such prior public employment, in accordance with the provisions of the Administrative Code. Credit for accrued sick leave shall not exceed the limits specified for all other employees in subsection (a). Employees who wish to receive credit for accrued sick leave under this subsection shall obtain a certified copy of their sick leave record from their former employer within thirty (30) days of hire. Documentation received after thirty (30) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the documentation is received.

All full-time, permanent employees who are in the employ of the City and who have been in the employ of the City for over ten (10) consecutive years may be eligible for payment for accrued unused sick leave earned at the City of Cleveland Heights, accumulated from January 1, 1969 upon termination of their employment for other than disciplinary reasons. The aforesaid requirement that the sick leave be earned at the City of Cleveland Heights shall apply only to employees hired after April 1, 1990. An employee shall be paid out one-quarter (.25) or 25% of sick time accumulated with a maximum of 960 hours for payout purposes. Therefore, the maximum payout that could be achieved is 240 hours.

| Accrued Sick Leave | Conversion Ratio |
|--------------------|------------------|
| 0 - 960 Hours      | 1/4              |
| 961+ Hours         | Not Eligible     |

For purposes of this Section, the hourly rate of payment for accrued sick leave shall be determined by the following formula: annual base pay at the time of termination of employment divided by 2,080 hours.

No employee shall be entitled to sick leave compensation in the event of injury, occupational disease or sickness resulting directly and proximately from the performance of any gainful employment or self-employment other than with the City of Cleveland Heights. A

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determination not to provide sick leave compensation under this Section shall be made by the Mayor, who shall adopt rules relating to the making of such determination.

Sick leave granted under this Section shall be administered pursuant to rules adopted by the Mayor.

## **SECTION 8. **LEGAL HOLIDAYS****

(a) The following-named days shall be deemed paid holidays for all employees. No employee shall be required to work on such holidays unless it is determined by the Mayor that public necessity requires his or her services.

1. The first day of January;
2. The third Monday in January;
3. The third Monday in February;
4. The last Monday in May;
5. The nineteenth day in June;
6. The fourth day of July;
7. The first Monday in September;
8. The eleventh day of November;
9. The fourth Thursday in November;
10. The fourth Friday in November;
11. The twenty-fifth day of December;
12. Personal Day;
13. Personal Day

(b) If any such day falls upon a Sunday, the Monday following shall be deemed to be the holiday. If any such day falls upon a Saturday, the Friday immediately preceding shall be deemed to be the holiday.

(c) Employees paid by the day or hour may be granted leaves of absence with full pay on any holiday named herein when, in the judgment of the Mayor, the public service will not be impaired by their absence.

(d) The foregoing notwithstanding, officers and employees who are exempt employees under the Fair Labor Standards Act shall receive no extra compensation if required to work on any holiday named herein.

## **SECTION 9. **DEFERRED COMPENSATION PLANS****

(a) The City shall sponsor a 457(b) Plan through payroll deductions, through one or more vendors subject to Council approval.

(b) The administration of the Deferred Compensation Plans shall be under the direction of a committee of three (3) members which shall include the Director of Finance, the Mayor or her designee, and one other employee who shall be appointed by the Mayor and shall be a participating member of the Plan. Payroll deductions shall be made in each instance by the Director of Finance.

(c) The Deferred Compensation Plans hereby authorized shall exist and serve in addition to retirement, pension or benefit systems established for the benefit of employees of the

City and no deferral of income under the Deferred Compensation Plans shall effect a reduction of any retirement, pension or other benefit provided by law. However, any sum deferred under a Deferred Compensation Plan shall not be included for the purposes of any taxes withheld on behalf of any such employee, except municipal income tax.

(d) In order to encourage and reward extraordinary employee dedication and performance, the Mayor may award a particular employee additional non-salary compensation through contributions to an employee's deferred compensation account.

## **SECTION 10. WORK DAYS AND WORK HOURS**

(a) City Hall shall be open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Scheduling of employees to meet the needs of such hours of business shall be conducted through the Mayor.

(b) The normal work hours for employees of the following designated classifications shall be as follows:

1. Employees working in jobs classifications defined as exempt by the Fair Labor Standards Act, as determined by the Mayor after consultation with the Director of Law, shall work such hours as determined by the Mayor.

2. Employees working in jobs defined as non-exempt by the Fair Labor Standards Act, as determined by the Mayor after consultation with the Director of Law, shall work thirty eight (38) hours to forty (40) hours per week as determined by the Mayor. Days of the week and work hours shall be in accordance with the needs of the city, which shall be determined by the Mayor.

3. The Clerk of Courts office shall be open from 8:30 a.m. through 5:00 p.m. or as otherwise determined by the Municipal Court Judge. Employees shall work such hours as established by the Municipal Court Judge.

## **SECTION 11. HEALTH CARE INSURANCE AND ANCILLARY BENEFITS**

(a) The City shall purchase or subscribe to and maintain in full force and effect for each full-time employee of the City a health care insurance plan, including medical-surgical protection, covering hospital and surgical benefits and related coverage, through one or more vendors subject to Council approval. Such health care insurance plan shall be maintained so long as such employee remains in the employ of the City. The City shall contribute eighty-eight percent (88%) of the cost of Base Plan B and the employee shall be responsible for any costs above the amount of established employer contribution, *i.e.*, twelve percent (12%) of the cost for coverage.

(b) All full-time employees shall be offered participation in a prescription plan through one or more vendors subject to Council approval.

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(c) The City shall offer dental coverage for each full-time employee from one or more vendors subject to Council approval. Such coverage shall have a maximum benefit of \$1,500 per person. Coverage shall include two (2) yearly cleanings and check-up exams and coverage of eighty percent (80%) of basic and major services, less deductibles. Orthodontia benefits for dependents age 19 or younger also shall be offered with a \$1,000 maximum benefit per dependent.

(d) The City shall offer a vision plan for each full-time employee from one or more vendors subject to Council approval. Such coverage shall have a maximum reimbursement of \$150 per person.

(e) The City shall offer a Flexible Spending Account for qualified medical or dependent care expenses to be funded with employee gross earnings through one or more vendors subject to Council approval.

(f) The City shall offer all employees access to an Employee Assistance Program which offers short-term counseling; assistance with locating reliable childcare, general and special educational needs, and resources for the elderly; no cost attorney consultations with discount if retained; no cost financial consultations; nutritional coaching; and fitness coaching.

(g) The availability of health care insurance and ancillary benefits described in this Section to individual, part-time employees may be determined by Mayor pursuant to Codified Ordinance Section 139.20.

## SECTION 12. LIFE INSURANCE

(a) The City shall purchase or subscribe for and maintain in full force and effect life insurance of \$10,000.00 for each full-time employee until the employee reaches age 70; at age 70, benefits will be reduced by thirty-five percent (35%); and at age 75, benefits will be reduced an additional twenty percent (20%) through one or more vendors subject to Council approval.

(b) The City shall purchase or subscribe for and maintain in full force and effect for each full-time employee accidental death and dismemberment insurance at no cost to employee through one or more vendors subject to Council approval.

(c) Each employee shall be provided the option to buy additional term insurance through payroll deductions through one or more vendors subject to City Council approval.

## SECTION 13. LONGEVITY

In addition to their regular salary permanent employees covered by this Ordinance shall be paid for each biweekly pay period additional compensation for length of service, as follows:

### :Full Time Employees

|  |                |
|--|----------------|
| 1 <sup>st</sup> through 5 <sup>th</sup> year of service              | No entitlement |
| 6 <sup>th</sup> through 10 <sup>th</sup> year of service, inclusive  | 16.92          |
| 11 <sup>th</sup> through 15 <sup>th</sup> year of service, inclusive | 33.85          |

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|  |       |
|--|-------|
| 16 <sup>th</sup> through 20 <sup>th</sup> year of service, inclusive | 51.24 |
| 21 <sup>st</sup> through 25 <sup>th</sup> year of service, inclusive | 69.23 |
| 26 <sup>th</sup> year and thereafter                                 | 76.93 |

### Part Time Employees

|  |                |
|--|----------------|
| 1 <sup>st</sup> through 5 <sup>th</sup> year   | No entitlement |
| 6 <sup>th</sup> through 10 <sup>th</sup> year  | 8.46           |
| 11 <sup>th</sup> through 15 <sup>th</sup> year | 16.92          |
| 16 <sup>th</sup> through 20 <sup>th</sup> year | 25.62          |
| 21 <sup>st</sup> through 25 <sup>th</sup> year | 34.61          |
| 26 <sup>th</sup> year and thereafter           | 38.46          |

The longevity compensation shall take effect for the entire pay period following the employee's anniversary. All service on a full-time basis with the City shall be considered in applying this section and such service need not be continuous. For the purpose of determining credit for prior periods of employment, only full months of service shall be considered; credit shall be given for employment during authorized leaves of absence for military duty.

## **SECTION 14. OVERTIME**

All employees working in job classifications defined as non-exempt by the Fair Labor Standards Act, as determined by the Mayor after consultation with the Director of Law, shall be compensated for overtime at a rate of one and one-half (1.5) times their regular hourly rate of pay. Overtime as used herein shall mean time actually worked over and above forty (40) hours per week when ordered to do so by the Mayor or his designee.

The Mayor shall have the authority, when deemed in the best interests of the City, to pay overtime to those individuals defined as exempt by the Fair Labor Standards Act, as determined by the Mayor in consultation with the Director of Law, at a rate not to exceed one and one-half (1.5) times their regular rate of pay.

## **SECTION 15. EMPLOYEE INDEMNIFICATION**

The City shall comply with Chapter 2744 of the Ohio Revised Code relating to employee indemnification.

## **SECTION 16. PENSION**

All employees shall be covered as required by law under the Public Employees Retirement System of Ohio unless covered by Ohio Police & Fire Pension Fund. The City shall make all contributions required by law.

## **SECTION 17.**

## **ORDINANCE NO. 25-2022(AS)**

To the extent that a provision in this Ordinance is covered by a separate labor agreement described in Sections 2, 3, 4 5, or 6 herein, the labor agreement shall supersede the provision of this Ordinance.

### **SECTION 18.**

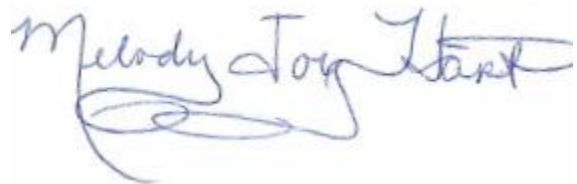
The provisions of this Ordinance shall be deemed to be in effect as of midnight, April 1, 2022. Effective midnight, April 1, 2022, Ordinance No. 20-2021(AS) and all amendments thereto and provisions of all other ordinances heretofore adopted are repealed to the extent inconsistent herewith.

### **SECTION 19.**

Notice of Passage of this Ordinance shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

### **SECTION 20.**

This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and welfare of the inhabitants of the City of Cleveland Heights, such emergency being to provide a schedule of adequate compensation for various officers and employees of the City, in order that satisfactory personnel may be retained in the City employ. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Ordinance shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.



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MELODY HART,  
President of the Council

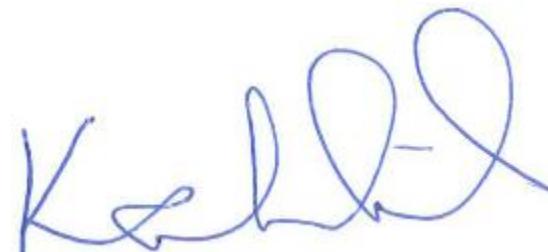


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AMY HIMMELEIN  
Clerk of Council

PASSED: March 21, 2022

Approved: March 24, 2022



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KAHLIL SEREN  
Mayor