

ORDINANCE NO.: 107-2008 (As amended 12/23/08)  
INTRODUCED BY: Alexander

**AN ORDINANCE FIXING THE SALARY, COMPENSATION, BONDS, VACATIONS, SICK LEAVE AND RATES OF PAY FOR VARIOUS OFFICES, BOARDS, COMMISSIONS AND DEPARTMENTS OF THE CITY OF RICHMOND HEIGHTS FOR THE YEARS 2007, 2008 AND 2009; REPEALING PREVIOUS PAY SCHEDULE ORDINANCES; AND DECLARING AN EMERGENCY.**

WHEREAS, Council desires to adjust salaries, compensation, wages and fringe benefits of City employees and elected and appointed officials.

NOW, THEREFORE, Be It Ordained by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: Each elected or appointed official and full or part-time employees named in the following sections shall receive the basic salary or hourly rate as hereinafter designated, payable bi-weekly, except as otherwise provided. Criteria for changes in salary and hourly rates for designated positions are contained in Section 10. Positions are designated by department along with specified compensation rates.

Section 2: Each elected or appointed official and full or part-time employee shall be classified as hereinafter designated for purposes of determining vacation schedules and compensation for overtime hours worked in excess of the department's regularly scheduled hours upon which basis the person's compensation is based.

Explanation of Classifications:

E -	elected	or	A -	appointed used when applicable
S -	salaried		H -	hourly
Ex -	exempt from overtime		NEx -	not exempt from overtime compensation
P -	Part-time, meaning when employment is based on a time period of less than full-time whether it be for less than a full work week or less than a full work year.			

Those employees classified salaried non-exempt (SNEx), hourly non-exempt (HNEx), and part-time hourly non-exempt (PHNEx) qualify for overtime compensation when authorized by their immediate supervisor and when hours worked in any work week exceed regularly scheduled hours. All elected or appointed officials are classified on a salaried exempt basis (ESEx or ASEx) with compensation for services rendered rather than hours worked on a prescribed work schedule. Such elected or appointed officials do not qualify for overtime compensation.

Employees classified as salaried exempt (SEx) will normally work 40 hours a week and as Administrative Employees are exempt from overtime compensation.

Whenever applicable, the salary or wage for a specific year shall be designated by setting forth the salary or wage with the year set forth in brackets.

The City has entered into an agreement with the Fraternal Order of Police, Richmond Heights Division, Lodge No. 57, concerning compensation, hours of employment, probationary periods, sick leave, holidays, insurance, longevity, funeral leave, uniform allowance and vacations for all full-time employees employed in the Police Department with the exception of the Police Chief and the Secretary to the Chief, and excluding part-time, seasonal, temporary and probationary employees. The provisions of that agreement shall control the benefits of the above-mentioned employees and, in the event of a conflict between the terms of the agreement and terms of this ordinance, the terms of the agreement shall be controlling.

The City has entered into an agreement with the International Association of Fire Fighters, Local 2009, AFL-CIO, concerning compensation, hours of employment, probationary periods, sick leave, holidays, insurance, longevity, funeral leave, uniform allowance and vacations for all full-time employees employed in the Fire Department with the exception of the Fire Chief and excluding part-time, seasonal, temporary and probationary employees. The provisions of that agreement shall control the benefits of the above-mentioned employees and, in the event of a conflict between the terms of the agreement and terms of this ordinance, the terms of the agreement shall be controlling.

The City has entered into an agreement with the Municipal Foremen and Laborers' Union, Local No. 1099, concerning compensation, hours of employment, probationary periods, sick leave, holidays, insurance, longevity, funeral leave, uniform allowance and vacations for all full-time employees of the Service Department with the exception of the Service Director and excluding all part-time, seasonal, temporary and probationary employees. The provisions of that agreement shall control the benefits of the above-

mentioned employees and, in the event of a conflict between the terms of the agreement and terms of this ordinance, the terms of the agreement shall be controlling.

The City has entered into an agreement with the Ohio Patrolmen's Benevolent Association concerning compensation, hours of employment, probationary periods, sick leave, holidays, insurance, longevity, funeral leave, uniform allowance and vacations for dispatchers and clerks employed in the Police Department, also designated as Deputy Clerk of Courts. The provisions of that agreement shall control the benefits of the above-mentioned employees and, in the event of a conflict between the terms of the agreement and terms of this ordinance, the terms of the agreement shall be controlling.

Should the City enter into an agreement in the future concerning benefits of any other employees, then, as of the date of the approval of such agreement by the Council, the provisions of the agreement shall then be controlling and, in the event of a conflict between the terms of the agreement and terms of this ordinance, the terms of the agreement shall be controlling.

The provisions of this ordinance shall, insofar as is practicable, be retroactive to January 1, 2007.

### Section 3: ELECTED OFFICIALS.

The following compensation per annum for elected officials shall not be changed during their terms or any part thereof and shall be paid monthly.

ESEx 1 - Mayor	\$15,000.00 per annum
ESEx 1 - President of Council	\$ 7,000.00 per annum
	\$ 9,500.00 per annum (effective 12/01/09)
ESEx 2 - Council Member (elected at-large)	\$ 6,500.00 per annum
	\$ 8,000.00 per annum (effective 12/01/09)
ESEx 4 - Council Member (elected by ward)	\$ 6,500.00 per annum
	\$ 8,000.00 per annum (effective 12/01/07)

### Section 4: ADMINISTRATIVE DEPARTMENTS.

A. ASEx 1 - Director of Economic and  
Community Development \$ 6,750.00 per annum

B. ASEx 1 - Clerk of Council \$ 14,099.46 per annum (2007)  
\$ 14,522.44 per annum (2008)

\$ 15,103.34 per annum (2009)

C. PHNEx 0 - Assistant Clerk of Council

D. The following employees shall serve various departments under assignment of duties by the Mayor and shall receive the following compensation:

HNEx 1 - Secretary to Mayor (Full-time - 40 hour week)	\$5.72 - \$24.50 per hour (2007) \$5.72 - \$25.24 per hour (2008) \$13.12 - \$26.24 per hour (2009)
PHEx 2 - Special Projects Secretary/ Receptionist (part-time)	\$5.72 - \$16.93 per hour (2007) \$5.72 - \$17.44 per hour (2008) \$9.07 - \$18.14 per hour (2009)
PHEx 1 - Temporary Clerical Help	\$5.72 - \$14.13 per hour (2007) \$5.72 - \$14.55 per hour (2008) \$7.57 - \$15.14 per hour (2009)

Overtime pay for authorized administrative department full-time employees for excess of 40 hours per week shall be at 1½ times the regular hourly rate.

Section 5: DEPARTMENT OF FINANCE.

ASEx 1 - Director of Finance and Office Manager	\$22,703 - \$76,092 per annum (2007) \$22,703 - \$78,375 per annum (2008)
ASEx 1 – Director of Finance and Administration	\$41,250 - \$82,500 per annum (2009)
ASEx 0 – Assistant Director of Finance	\$18,720 - \$65,167 per annum (2007) \$18,720 - \$67,122 per annum (2008) \$34,903 - \$69,807 per annum (2009)
PSEx 1 - Tax Administrator Part-time	\$14,334 per annum (2007) \$14,764 per annum (2008) \$15,355 per annum (2009)
HNEx 1 - Financial Administrative Assistant	\$5.51 - \$18.99 per hour (2007) \$5.51 - \$19.56 per hour (2008)

HNEx 1 – Finance Clerk (FT) (Payroll & Accounts Payable)	\$10.17 - \$20.34 per hour (2009)
HNEx 1 – Finance Clerk (part-time)	\$5.51 - \$17.75 per hour (2007) \$5.51 - \$18.28 per hour (2008) \$9.51 - \$19.01 per hour (2009)
HNEx 1 – Clerk – Senior Grade	\$5.51 – 17.75 per hour (2007) \$5.51 – 18.28 per hour (2008)

#### Section 6: BOARDS AND COMMISSIONS.

##### Planning Commission

ASEx 1 – Chair	\$75.00 per meeting
ASEx 4 - Members	\$65.00 per meeting
PHNEx 1 - Clerk Secretary	\$65.00 per meeting

##### Civil Service Commission

ASEx 1 - Chair	\$75.00 per meeting
ASEx 2 - Members	\$55.00 per meeting

##### Zoning Board of Appeals

ASEx 1 - Chair	\$75.00 per meeting
ASEx 4 - Members	\$65.00 per meeting
PHNEx 1 - Clerk Secretary	\$65.00 per meeting

##### Recreation Board

ASEx 1 - Chair	(See Recreation Director.)
ASEx 4 - Members	\$65.00 per meeting

##### Architectural Board of Review

ASEx 1 - Chair	\$90.00 per meeting
ASEx 2- Members	\$90.00 per meeting

ASEx 1 - Landscape Architect	\$65.00 per plan review
ASEx 1 - City Architect	\$40.00 per hour

Each board and commission member, including the Chair, must sign a certification form provided by the Director of Finance that he/she was present at a meeting of the board or commission of which he/she is a member/Chair as authorization to be paid for that meeting. A quorum must be present at the meeting for those member/Chair in attendance to receive compensation for that meeting. Compensation for attendance at a meeting that is not a regular meeting of the board or commission shall only be paid if authorized in writing by the Mayor in advance of the meeting and the certification form is counter-signed by the Mayor. All compensation will be paid quarterly.

## Section 7: DEPARTMENT OF PUBLIC SAFETY.

## A. DIVISION OF POLICE

1. The below listed officers and members of the Division of Police shall receive the following compensation:

At the option of the Chief of Police, the Chief shall receive additional compensation at one and one half times the actual time worked or compensatory time at one and one half times the actual time worked on each of the eleven (11) holidays listed in Section 12 B. below. If the Chief chooses to receive compensatory time for time worked in any calendar year, the compensatory time shall be taken as time off no later than October 1 of the following year.

Upon the request of the Chief of Police and approval by the Director of Public Safety, the Chief shall be provided a uniform allowance of:

2007 - \$1,050.00

2008 - \$1,075.00  
2009 - \$1,100.00

HNEx 1 - Secretary to the Chief	\$11.70 - \$23.41 per hour (2007) \$12.06 - \$24.11 per hour (2008) \$12.54 - \$25.08 per hour (2009)
HNEx 1-Detective Bureau Secretary	\$11.00 - \$22.00 per hour (2008) \$11.44 - \$22.88 per hour (2009)

The full time administrative staff shall be entitled to injured-on-duty benefits pursuant to Section 141.21 of the Codified Ordinances of the City of Richmond Heights for injuries caused by interactions with prisoners, detainees, arrestees or persons suspected of committing crimes.

HNEx Correction Officer	\$10.89 - \$21.79 per hour (2007) \$11.22 - \$22.44 per hour (2008) \$11.67 - \$23.34 per hour (2009)
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Upon the request of the Chief of Police and approval by the Director of Public Safety, the Correction Officer shall be provided a uniform allowance of:

2007 - \$ 825.00  
2008 - \$ 850.00  
2009 - \$ 875.00

The Correction Officer shall be entitled to injured-on-duty benefits pursuant to Section 141.21 of the Codified Ordinances of the City of Richmond Heights for injuries caused by interactions with prisoners, detainees, arrestees or persons suspected of committing crimes.

PHNEx - Part-Time Correction Officer	\$10.64 - \$21.28 per hour (2007) \$10.96 - \$21.92 per hour (2008) \$11.40 - \$22.79 per hour (2009)
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Part-Time Correction Officers will be compensated at a rate of time and one-half for any time worked over a scheduled eight-hour tour of duty that same day and for any work on a holiday. Part-Time Correction Officers shall receive a uniform allowance from the City upon the request of the

Chief of Police and approval by the Director of Public Safety up to a maximum of \$400.00 per officer per calendar year.

PHNEx 6 - Part-time Police Officers	\$11.22 - \$22.44 per hour (2007)
	\$11.56 - \$23.11 per hour (2008)
	\$12.02 - \$24.04 per hour (2009)

Part-time police officers will be compensated at a rate of time and one-half for any time worked over 8 hours that same day and for any work on a holiday. Part-time police officers shall receive a uniform allowance from the City upon the request of the Chief of Police and approved by the Director of Public Safety of up to a maximum of \$350.00 per officer per calendar year.

PHNEx 15 - Auxiliary	\$15.38 per hour (2007)
	\$15.84 per hour (2008)
	\$16.48 per hour (2009)

Starting in 2009, the amount paid to the auxiliary will be the same for all work responsibilities, including guarding for lodge rentals.

PHNEx 5 - Part-time Dispatchers	\$8.53 - \$17.05 per hour (2007)
	\$8.78 - \$17.57 per hour (2008)
	\$9.13 - \$18.27 per hour (2009)

Part-time dispatchers will be compensated at a rate of time and one-half of their hourly rate, when they are scheduled to work a holiday, as designated by this Ordinance.

PSNEx not to exceed 7 - School Guard	\$ 9.23 per hour (2007)
	\$ 9.23 per hour (2008)
	\$10.09 per hour (2009)

ASEx 1 - Animal Warden	\$500.00 per month
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## 2. Uniform Allowance - Auxiliary Police, Part-time Dispatchers and Animal Warden

The official uniform requirements of each member of the Auxiliary Police shall be subsidized by the City upon request of the Chief of Police and approved by the Director of Public Safety, up to a maximum of \$175.00 per person per annum. Part-time dispatchers and the Animal Warden shall receive a uniform allowance from the City upon the request of the Chief of Police and approved by the Director of Safety of up to a maximum of \$175.00 per person per calendar year.

3. Matron/Jailer Duty Benefits	Part-time Dispatchers and Secretary to the Chief of Police Only
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Starting January 1, 2009, part-time Dispatchers and the Secretary to the Chief of Police shall be entitled to Matron duty/Jailer duty pay of \$25.00 per day to employees assigned to this duty for all jail contact, which shall include showering, searching, or any supervision or transporting of prisoners.

Employees called into work for Matron duty or Jailer duty for time which does not abut their normal shift shall receive a minimum of three (3) hours of regular base pay. When employees are assigned to Matron duty or Jailer duty, they shall receive additional compensation above their base pay as noted above.

\*The total number of Patrolmen 1st Class, 2nd Class and Probationary shall not exceed 18.

## B. DIVISION OF FIRE.

### 1. The Chief shall work a 40-hour week.

The following provisions are intended to cover persons other than full-time, nonprobationary members of the Fire Department and the Fire Chief.

a. Compensation	
SEx - Chief	\$37,121 - \$84,523 per annum (2007)
	\$37,121 - \$87,059 per annum (2008)
	\$45,271 - \$90,541 per annum (2009)

At the option of the Chief of Fire, the Chief shall receive additional compensation at one and one half times the actual time worked or compensatory time at one and one half times the actual time worked on each of the eleven (11) holidays listed in Section 12 B. below. If the Chief chooses to receive compensatory time for time worked in any

calendar year, the compensatory time shall be taken as time off no later than October 1 of the following year.

Upon the request of the Chief of Fire and approval by the Director of Public Safety, the Chief shall be provided a uniform allowance of:

2007 - \$1,050.00  
2008 - \$1,075.00  
2009 - \$1,100.00

b. Compensation for Part-time Firefighters

PHNEx - Firefighters First Class	\$16.95 per hour (2007)
	\$17.46 per hour (2008)
	\$18.16 per hour (2009)

Each part-time firefighter who responds to a fire alarm call, who is not on station duty at the time of the call, shall receive a minimum of two hours call-out pay if he/she is required for less than two hours.

Payments for the above services shall be made upon certification by the Fire Chief to the Director of Finance. The City shall pay part-time firefighters on a bi-weekly basis and there shall accompany each paycheck a statement showing hours for which the part-time firefighter is being compensated during that work period.

2. Uniform Allowance

The clothing allowance for part-time firefighters who meet all training and attendance requirements shall be a maximum of \$500.00 per year. The City shall purchase, using up to the yearly maximum, the prescribed uniforms for the part-time firefighters.

3. Holiday Rate

Part-time firefighters shall be paid at one and one-half (1½) the regular station duty pay for actual hours worked on Christmas Day, New Year's Day, July 4<sup>th</sup>, Thanksgiving Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Labor Day, Christmas Eve, New Year's Eve and the employee's birthday.

**Section 8: DIVISION OF BUILDING, ZONING AND HOUSING.**

A. The employees of the Building Department shall receive the following compensation in accordance with the Schedule of Pay Scale for a work week of 40 hours:

ASEx 1 - Commissioner of Building, Zoning and Housing	\$40,496 - \$83,697 per annum (2007) \$40,496 - \$86,208 per annum (2008) \$44,828 - \$89,656 per annum (2009)
SEx 0 - Assistant Commissioner of Building, Zoning and Housing	\$25,309-\$68,500 per annum (2007) \$25,309-\$70,555 per annum (2008) \$36,689-\$73,377 per annum (2009)
SEx 2 - Deputy Inspector	\$25,309 - \$58,778 per annum (2007) \$25,309 - \$60,541 per annum (2008) \$31,481 - \$62,962 per annum (2009)
HNEEx 1 - Full-time Secretary	\$5.36 - \$18.51 per hour (2007) \$5.36 - \$19.06 per hour (2008) \$9.91 - \$19.82 per hour (2009)
HNEEx 1 - Part-time Secretary	\$5.36 - \$15.38 per hour (2007) \$5.36 - \$15.84 per hour (2008) \$8.24 - \$16.48 per hour (2009)

B. In addition to the above, there is hereby established the rate of up to \$35.00 per inspection for electrical inspectors and plumbing inspectors employed by the City pursuant to Ordinance No. 89-77 on a per job basis.

#### Section 9: DEPARTMENT OF PUBLIC SERVICE AND PROPERTIES.

A. The employees of the Department of Public Service and Properties shall receive the following compensation in accordance with the Schedule of Pay Scale for a work week of 40 hours or such fewer hours when the position is part-time:

ASEx 1 - Director of Public Service & Properties	\$28,323 - \$78,852 per year (2007) \$28,323 - \$81,218 per year (2008) \$42,233 - \$84,466 per year (2009)
PHNEx 1 – Inspector – Public Works	\$8.21 - \$21.24 per hour (2007) \$8.21 – \$21.88 per hour (2008)

PHNEx1 - Part-time Laborer (Skilled)	\$13.52-\$20.05 per hour (2007) \$13.52-\$20.05 per hour (2008) \$15.04-\$20.05 per hour (2009)
PHNEx1 – Part-time Laborer (Unskill)	\$6.85 - \$14.00 per hour (2007) \$7.00 - \$14.42 per hour (2008) \$7.30 - \$15.00 per hour (2009)
PHNEx 2 - Summer Part-time Labor	\$5.36 - \$13.27 per hour (2007) \$5.36 - \$13.27 per hour (2008) \$7.30 - \$13.27 per hour (2009)

Overtime for the above-listed Service Department employees authorized to receive the same shall be at 1½ times the regular hourly rate of pay.

#### Section 10: RECREATION DEPARTMENT.

Compensation for the members of the Recreation Department shall be as follows:

ASEx 1 - Director of Recreation (part-time position)	(May 1 through August 31 – Full-time includes two weeks Vacation in August. Balance of year part-time) – <u>\$882</u> - \$3,075 per month (2007) <u>\$882</u> - \$3,168 per month (2008) <u>\$1,647</u> - \$3,294 per month (2009)
ASEx 1 - Assistant to Recreation Director	<u>\$7,838</u> - \$17,260 per year (2007) <u>\$7,838</u> - \$17,778 per year (2008) <u>\$9,245</u> - \$18,489 per year (2009)
<u>PSEx 1 – Assistant to Recreation Director (Temporary)</u>	<u>\$7,838</u> - \$13,701 per year (2007, 2008) (prorated monthly)
ASEx 1 - Recreation Coordinator	<u>\$18,215</u> - \$36,429 per year (2007) <u>\$18,761</u> - \$37,522 per year (2008) <u>\$19,512</u> - \$39,023 per year (2009)
PHNEx 2 - Office Clerical	<u>\$8.32</u> – \$16.96 per hour (2007)

		\$8.32 - \$17.47 per hour (2008) \$9.09 - \$18.17 per hour (2009)
PHNEx 2 -	Bus Driver	\$5.41-\$8.81 per hour (2007, 2008) per School Board pay schedule (2009)
PSNEx 1 -	Pool Manager	\$4,774 - \$9,547 per year (2007) \$4,917 - \$9,834 per year (2008) \$5,133 - \$10,227 per year (2009)
PHNEx 2 -	Assistant Pool Manager	\$6.36 - \$12.73 per hour (2007) <u>\$7.00</u> - \$13.11 per hour (2008) <u>\$7.30</u> - \$13.6 <u>4</u> per hour (2009)
PHNEx 10 -	Water Safety Instructors	<u>\$6.76</u> - \$10.05 per hour
PHNEx 9 -	Life Guard	<u>\$5.72</u> - <u>\$10.08</u> per hour (2007-08) <u>\$7.30</u> - <u>\$10.08</u> per hour (2009)
PHNEx 2 -	Part-time Office Help	<u>\$5.46</u> - \$8.55 per hour (2007-08) <u>\$7.30</u> - <u>\$8.55</u> per hour (2009)
PHNEx 1 -	Concession Manager	\$7.80 - \$1 <u>1.47</u> per hour (2007) <u>\$7.80</u> - \$11.47 per hour (2008) <u>\$7.30</u> - \$1 <u>1.47</u> per hour (2009)
PSEEx 1 -	Head Swim Coach	\$1,560 - \$3,640 per season (2007) \$1,560 - \$3,824 per season (2008) \$1,989 - \$3,977 per season (2009)
PSEEx 2 -	Assistant Swim Coach Experienced	\$1,040 - \$2,600 per season (2007) \$1,040 - \$2,732 per season (2008) \$1,420 - \$2,841 per season (2009)
PHEEx 10 -	Concession Stand	\$5.46-\$8.55 per hour (2007, 2008) \$7.30 - \$8.55 per hour (2009)
PHEEx 15 -	Youth Program Instructor	\$16.70 per hour maximum (2007) \$18.80 per hour maximum (2008) \$19.55 per hour maximum (2009)

PHEx 15 -	Adult Program Instructor	Hourly rate based on class size - Rate not to exceed income
PSEx 1 -	Youth Softball Supervisor	\$520 - \$1,040 per year (2007) \$585 - \$1,170 per year (2008) \$610 - \$1,220 per year (2009)

The City will reimburse the fee for those individuals authorized by the Director of Recreation who successfully pass a course leading to certification as a Water Safety Instructor in an amount not to exceed \$100.00.

#### Section 11: COMPENSATION RANGES.

Compensation ranges are to recognize the value of job experience and performance. Specific compensation rates within the range will be recommended by the Department Head after appraisal review and approval by the Mayor.

The assignment of compensation levels for each position is established by this Ordinance.

Any new position to be proposed or change in existing levels due to changes in job classification, work content or responsibility must be:

- A. Requested by the Department Head with an evaluation of work content, responsibilities and proposed level;
- B. Reviewed, approved and recommended by the Mayor; and
- C. Approved by Council ordinance.

#### Section 12: REGULAR FULL-TIME EMPLOYEE BENEFITS.

##### A. VACATION.

1. Each full-time employee of the City of Richmond Heights, including full-time hourly rate employees, after continuous service of one year, shall be entitled to the following vacation, excluding legal holidays, with full pay:

Years of Continuous Service	Full-Time Employees
1-5	2 Calendar Weeks
6	2 Calendar Weeks 1 Day
7	2 Calendar Weeks 2 Days
8	2 Calendar Weeks 3 Days
9	2 Calendar Weeks 4 Days
10	3 Calendar Weeks
11	3 Calendar Weeks 1 Day
12	3 Calendar Weeks 2 Days
13	3 Calendar Weeks 3 Days
14	3 Calendar Weeks 4 Days
15	4 Calendar Weeks
16	4 Calendar Weeks 1 Day
17	4 Calendar Weeks 2 Days
18	4 Calendar Weeks 3 Days
19	4 Calendar Weeks 4 Days
20	5 Calendar Weeks
21*	5 Calendar Weeks 1 Day
22*	5 Calendar Weeks 2 Days
23*	5 Calendar Weeks 3 Days
24*	5 Calendar Weeks 4 Days
25*	6 Calendar Weeks

(\*Additional days of vacation will take effect January 1, 2009.)

2. Each full-time employee of the City of Richmond Heights in the position of Director of Finance; Chief of Police; Chief of Fire; Commissioner of Building, Zoning and Housing; and Director of Public Service and Properties shall, at a minimum, be entitled to the vacation benefits in paragraph one (1) above; however, the Mayor, at his sole discretion, may grant additional vacation days up to six (6) calendar weeks but no more than six (6) calendar weeks in total, to any employees in any of the five (5) positions set forth in this paragraph.

3. Vacation time shall accrue to the employee upon each successive annual recurrence of the anniversary date of his/her appointment. Vacations shall be taken by the employee during the year after which it has accrued and prior to the next recurrence of the anniversary date of his/her appointment, provided, that an employee may carry over or cash in a maximum of one-third of his/her earned annual vacation

which must be used within the quarter year immediately following the employee's anniversary date for the year in which he/she was entitled to such vacation.

4. All earned vacations shall be taken at such time as shall be approved by the Department Head or Mayor. During vacations, employees shall receive their current salary or the proportionate amount thereof, if the Mayor or Department head schedules such vacations into shorter periods for the convenience of the conduct of City business.

5. The anniversary date of employment for the purpose of computing the amount of vacation any employee is entitled to shall be the date on which the employee began employment with the City of Richmond Heights. Vacation credit shall not accrue from prior service with the State or any other political subdivision of the State, Section 9.44 of the Ohio Revised Code being specifically deferred by this ordinance.

#### B. HOLIDAYS.

All full-time employees of the City shall receive the following eleven (11) paid holidays. Appointed and elected officials will observe holidays with arrangements for continuity of critical services.

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Christmas Eve
Good Friday	Christmas Day
Memorial Day	New Year's Eve
Independence Day	Employee's Birthday
Labor Day	

#### C. PERSONAL DAY.

Effective January 1, 2001, each full-time employee of the City shall receive one (1) personal day per calendar year, which shall be a day off with pay. Such personal day shall not be considered a "holiday" or a "vacation" day and shall not be subject to any rules or regulations now established, or to be established, for regular holidays or vacation days. This personal day may be taken on an as-needed basis with prior approval of the Department Head or the Mayor.

#### D. LONGEVITY PAY.

Each full-time employee shall receive longevity pay in accordance with the following schedule:

Less than 5 years full-time service	None
After 5 years full-time service	2% of Base Pay
After 10 years full-time service	3% of Base Pay
After 15 years full-time service	4% of Base Pay
After 20 years full-time service	5% of Base Pay

**E. SICK LEAVE.**

Each full-time employee of this municipality shall be entitled to sick leave of four and six-tenths (4.6) hours for each completed eighty (80) hours of regular straight time service. Overtime hours worked by any employee shall not be included in the calculation of sick leave credit.

Each full-time employee may use sick leave, upon approval of the responsible administrative officer, for absence due to illness, injury and exposure to contagious diseases which could be communicated to other employees. In the event of serious illness or death in the immediate family, sick leave may be used as emergency paid leave in the manner set forth in subparagraph F hereof. Immediate family is defined as and limited to: Parents, Spouse, Children, Brothers, Sisters, Grandparents, Mother-in-Law and Father-in-Law.

Employees may also be eligible for Family Medical Leave pursuant to the Richmond Heights Family and Medical Leave Policy and 29 U.S.C. §2601, et seq. Eligible employees may be entitled to Family Medical Leave because of the birth of a son or daughter and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the employee's spouse, or a son, daughter, or parent, if such spouse, son, daughter or parent has a serious health condition; and/or because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from previously scheduled work.

Unused sick leave shall be cumulative without limit. The previously accumulated sick leave of an employee who has been separated from the public service of this municipality may be placed to his credit upon his re-employment by the City.

Each full-time employee covered by this section upon retirement from the City will receive payment for one-third (1/3) of the employee's accrued unused sick leave, but not to exceed nine hundred sixty (960) hours. The payment authorized hereby shall be at the annual salary rate of the employee at the time of retirement divided by 2,080 hours for all full time City employees covered by this ordinance. An employee may have the option of taking this payment as a lump sum or to replace regular hours up to the maximum hours allowed for the lump sum payment.

The Mayor or the responsible administrative officer may require the employee to furnish a satisfactory affidavit that his/her absence was caused by illness due to any of the causes mentioned in this section.

Any full time employee that has not used any sick leave during a calendar quarter (January 1 through March 31; April 1 through June 30; July 1 through September 30; October 1 through December 31) shall be given the equivalent of one day (8 hours) pay for that quarter.

#### **F. EMERGENCY PAID LEAVE.**

All City employees are eligible for consideration for the following emergency paid leave.

The Mayor may allow an employee paid time off work, not to exceed three (3) eight-hour days, because of death in his or her family of a mother, father, sister, brother, spouse, child, grandparent, mother-in-law and father-in-law. In the event of the death of other relatives in the employee's immediate family, the Mayor may, within the above limitation, allow such time off as he deems necessary depending on the circumstances of each situation. The use of emergency leave is a privilege which must be specifically requested by the employee or his or her Department Head and granted by the Mayor and does not automatically consist of the maximum time allowed, but is up to the discretion of the Mayor. The employee must first use all accrued sick leave credits prior to being considered for emergency paid leave. In cases where more time off is desired than granted, the employee shall request, in advance, the use of his accrued vacation leave credits for such additional time.

#### **G. MEDICAL BENEFITS.**

The City of Richmond Heights will institute a comprehensive insurance plan for all full-time non-bargaining unit employees, the terms of which may change from time to time at the City's sole discretion.

All part-time non-bargaining unit employees and elected officials may participate in the City's comprehensive insurance plan but each such employee shall be solely responsible for the cost of all premiums for that employee's or official's, or the employee's/official's family, participation in the plan.

#### H. ACCUMULATED TIME POLICY.

1. The accumulated time policy for all non-exempt (NEx) employees shall be as follows: Time accumulated during any calendar year shall be taken as paid compensation or as time off no later than October 1 of the following year. Accumulated time taken as paid compensation or as time off shall be calculated at the rate of time and one half. The rate of any paid compensation shall be the rate in effect as of the dates when the accumulated time accrued. Any accumulated time must be approved in advance by the head of the applicable department or division.

2. Beginning January 1, 2009, Salaried Exempt (SEx) employees may only accumulate time off for any time required to be worked over a normal forty hour work week. Accumulated time shall not be taken as paid compensation. This time will be accumulated at a one-to-one ratio of time worked to accumulated time off. Time accumulated during any calendar year shall be taken as time off no later than October 1 of the following year. It may only be used to replace regular work hours and will not be paid out to the employee upon the employee leaving City employment for any reason.

3. All accumulated time shall be submitted to and tracked by the Department of Finance.

#### I. BONDS.

All employees of the City shall be covered by a \$500,000 blanket bond. The Director of Finance shall be covered by an additional, separate \$40,000 bond, each year.

#### J. LIFE INSURANCE.

All full-time employees will be covered by a \$25,000 life insurance policy.

Section 13: Ordinance Nos. 94-2004, 34-2005, 50-2006, and 44-2008 and all other ordinances inconsistent with the provisions of this Ordinance, be and the same are hereby repealed.

Section 14: The pay rates set forth herein shall be retroactive to January 1, 2007.

Section 15: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the City in that it is required to establish more definitive classification of elected or appointed officials and full or part-time employees; and for the further reason that it is necessary to clarify such benefits as sick leave, holidays and overtime compensation as the result of the establishment of the aforesaid classifications for the purpose of continued operation of the municipal government and the continuation of necessary City services. Wherefore, this Ordinance shall take effect and be in force effective immediately, after its passage by Council and signature of the Mayor.

PASSED:\_\_\_\_\_

\_\_\_\_\_  
Daniel J. Ursu, Mayor

APPROVED:\_\_\_\_\_

ATTEST:\_\_\_\_\_

Betsy Traben  
Clerk of Council

\_\_\_\_\_  
David H. Roche  
President of Council