

ORDINANCE NO.: 70- 2017
INTRODUCED BY: O'Toole

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; REPEALING PREVIOUS PAY SCHEDULE ORDINANCES; AND DECLARING AN EMERGENCY.

WHEREAS, Council desires to approve the salaries, compensation, wages and fringe benefits of certain City employees and elected and appointed officials for the period of time from the effective date of this Ordinance through calendar year 2018.

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 a salary or hourly rate as hereinafter designated or within the pay ranges, payable bi-weekly, except as otherwise provided. Criteria for changes in salary and hourly rates for designated positions are contained in Section 11 of this Ordinance. Positions are designated by department or office 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 means when a person's employment is based on a time period of less than full-time whether it be for less than a full work week of 40 hours or seasonal, meaning that it is intended and is less than a full calendar work year.			

Those employees classified as salaried non-exempt {SNEx}, hourly non-exempt (HNEx), and part-time hourly non-exempt {PHNEx} only qualify for overtime compensation when both of the following two (2) conditions are met: (1) the overtime is authorized by their immediate supervisor and (2) when hours worked in any work week exceed forty (40) 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 supervisory administrative employees are exempt from overtime compensation.

Whenever applicable, the salary or wage, or the range thereof, 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 Division of Police with the exception of the Chief of Police, the Secretary to the Chief, the Detective Bureau Secretary and excluding part-time, seasonal, temporary and probationary employees and those employees covered by another collective bargaining agreement. The provisions of that agreement shall control the benefits of the above-mentioned bargaining unit 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 Division of Fire with the exception of the Chief of Fire and excluding part-time, seasonal, temporary and probationary employees. The provisions of that agreement shall control the benefits of the above-mentioned bargaining unit 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 Department of Public Service and Public Properties with the exception of the Director of the Department and excluding all part-time, seasonal, temporary and probationary employees. The provisions of that agreement shall control the benefits of the above-mentioned bargaining unit 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 Division of Police, also designated as Deputy Clerk of Courts. The provisions of that agreement shall control the benefits of the above-mentioned bargaining unit 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.

If the City enters 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 for those particular 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.

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 per annum (2017) \$24,000 per annum (effective Jan 1, 2018)
ESEx 1 - President of Council	\$9,500 per annum (2017) \$11,500 per annum (effective Jan 1, 2018)
ESEx 2 - Council Member (elected at-large)	\$ 8,000 per annum (2017) \$10,000 per annum (effective Jan 1, 2018)
ESEx 4 - Council Member (elected by ward)	\$ 8,000 per annum (effective through Dec 31, 2019) \$10,000 per annum (effective Jan 1, 2020)

Section 4: ADMINISTRATIVE OFFICES.

A. APHNEx-1- Director of Economic and Community Development

\$25.00 - \$30.75 per hour (2016)
\$25.00 - \$31.52 per hour (2017)
\$25.00 - \$32.31 per hour (2018)

B. SEx-1- Clerk of Council

\$12,000 - \$15,949 per annum (2016)
\$12,000 - \$16,348 per annum (2017)
\$12,000 - \$16,756 per annum (2018)

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

HNEx 1 - Special Assistant to Mayor

\$16.15 - \$26.62 per hour (2016)
\$16.37- \$27.28 per hour (2017)
\$16.78 - \$27.97 per hour (2018)

PSEx 1 – Human Resources Manager

\$7,904 - \$8,102 per annum (2016)
\$7,904 - \$8,304 per annum (2017)
\$7,904 - \$8,512 per annum (2018)

PHEx 1 - Special Projects Secretary

\$11.34 - \$18.90 per hour (2016)
\$11.62 - \$19.37 per hour (2017)
\$11.91 - \$19.86 per hour (2018)

PSEx 1 – Administrative Intern	\$10.00 - \$15.00 per hour (2016)
	\$10.00 – 15.38 per hour (2017)
	\$10.00 - \$15.73 per hour (2018)

Overtime pay for authorized administrative department full-time employees for excess of 40 hours per week shall be at 1 1/2 times the regular hourly rate.

Section 5: DEPARTMENT OF FINANCE.

ASEx 1 - Director of Finance	\$58,339 - \$97,232 per annum (2016)
	\$59,797- \$99,662 per annum (2017)
	\$61,292 - \$102,154 per annum (2018)
ASEx 1 -Assistant Director of Finance	\$44,447 - \$74,078 per annum (2016)
	\$45,558 - \$75,930 per annum (2017)
	\$46,697 - \$77,828 per annum (2018)
PHNEx 1 –Tax Administrator Part-Time	\$15,585 - \$15,975 per annum (2016)
	\$15,585 - \$16.374 per annum (2017)
	\$15,585 - \$16,783 per annum (2018)
PNEx 2 –Finance Clerk {PT} (Payroll & Accounts Payable)	\$12.95 - \$21.59 per hour (2016)
	\$13.28 - \$22.13 per hour (2017)
	\$13.61 - \$22.68 per hour (2018)

Section 6: BOARDS AND COMMISSIONS.

Planning Commission

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

Zoning Board of Appeals

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

Recreation Board

ASEx 1 - Chair (See Director of Recreation) Not Applicable
ASEx 6 – Members \$25.00 per meeting

Architectural Board of Review

ASEx 1 – Chair \$90.00 per day
ASEx 2- Members \$90.00 per day

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 members/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 monthly.

Section 7: DEPARTMENT OF PUBLIC SAFETY.

ASExP 1 - Director of Public Safety \$16,390 per annum (2016)
(Part-Time) \$16,390 per annum (2017)
\$17,650 per annum (effective Jan 1, 2018)

A. DIVISION OF POLICE

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

SEx 1 - Chief \$59,963 - \$96,080 per annum (2016)
\$61,895 - \$98,482 per annum (2017)
\$64,954 - \$100,944 per annum (2018)

Upon written approval of the Mayor, 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 at one and one half the actual time worked on a holiday 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 the approval of the Director of Public Safety, the Chief may receive a uniform allowance of up to a maximum of:

\$1,100.00 per calendar year.

HNEx 1 - Secretary to the Chief \$15.97 - \$26.62 per hour (2016)
\$16.37 - \$27.28 per hour (2017)

\$16.76 - \$27.94 per hour (2018)

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.

PHNEx 3 - Part-Time Correction Officer	\$14.51 - \$24.18 per hour (2016)
	\$14.87 - \$24.78 per hour (2017)
	\$15.24 - \$25.40 per hour (2018)

Part-Time Correction Officers will be compensated at a rate of time and one-half for any time worked over a scheduled eight-hour or a scheduled twelve-hour tour of duty that same day and for any work on a holiday. Part-Time Correction Officers may receive a uniform allowance from the City upon the request of the Chief of Police and the approval of the Director of Public Safety up to a maximum of \$400.00 per officer per calendar year.

PHNEx 6 - Part-time Police Officers	\$15.31- \$25.51 per hour (2016)
	\$15.69- \$26.15 per hour (2017)
	\$16.08- \$26.80 per hour (2018)

Part-time police officers will be compensated at a rate of time and one-half for any time worked over the hours of a scheduled shift, whether it is an 8-hour shift or a 12-hour shift, and for any work on a holiday. Part-time police officers may receive a uniform allowance from the City upon the request of the Chief of Police and the approval of the Director of Public Safety of up to a maximum of \$350.00 per officer per calendar year.

PHNEx 20 - Auxiliary Police	\$13.00 - \$17.49 per hour (2016)
	\$13.00 - \$17.92 per hour (2017)
	\$13.00 - \$18.37 per hour (2018)

The amount paid to the Auxiliary Police will be the same for all work responsibilities.

PHNEx 5 - Part-time Dispatchers	\$11.63 - \$19.38 per hour (2016)
	\$11.92 - \$19.87 per hour (2017)
	\$12.22 - \$20.36 per hour (2018)

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 such holidays are designated by this Ordinance.

2. Uniform Allowance - Auxiliary Police and Part-time Dispatchers

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

3. Matron/Jailer Duty and Benefits

Only 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 about 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 the additional compensation above their base pay as set forth in the paragraph above.

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

B. DIVISION OF FIRE.

1. The following provisions are intended to cover persons other than: full-time, no probationary members of the Division of Fire and the Chief of Fire:

Compensation

SEx 1 - Chief

\$57,648 - \$96,080 per annum (2016)

\$59,089 - \$98,482 per annum (2017)

\$60,566 - \$100,944 per annum (2018)

Upon written approval of the Mayor, 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 at one and one half the actual time worked on a holiday 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 may be provided a uniform allowance of up to a maximum of:

\$1,100.00 per calendar year.

Compensation for Part-time Firefighters

PHNEx 15 -Part-time Firefighters \$18.15 - \$19.27 per hour (2016)

\$18.61 - \$19.75 per hour (2017)

\$19.08 - \$20.25 per hour (2018)

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 Chief of Fire 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

Upon the request of the Chief of Fire and approval by the Director of Public Safety, the clothing allowance for part-time firefighters who meet all training and attendance requirements may be up to a maximum of \$500.00 per calendar year.

3. Holiday Rate

Part-time firefighters shall be paid at one and one-half (1 ½) the regular station duty pay for actual hours worked on Christmas Day, New Year's Day, July 4th, Thanksgiving Day, Martin Luther King, Jr. Day, Memorial Day, Labor Day, Christmas Eve, and New Year's Eve.

Section 8: DIVISION OF BUILDING, ZONING AND HOUSJNG.

A. The employees of the Division of Building, Zoning and Housing 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	\$57,085 - \$95,141 per annum (2016)
	\$58,511 - \$97,519 per annum (2017)
	\$59,974 - \$99,957 per annum (2018)
SEx 1 - Assistant Director of Building, Zoning and Housing	\$46,720 - \$77,867 (2016)
	\$47,888 - \$79,814 (2017)
	\$49,085 - \$81,809 (2018)
SEx 0 - Deputy Inspector	\$40,088 - \$66,814per annum (2016)
	\$41,090 - \$68,484 per annum (2017)
	\$42,118 - \$70,196 per annum (2018)
HNEx 1 - Full-time Secretary	\$12.62 - \$21.03 per hour (2016)
	\$12.94 - \$21.56 per hour (2017)
	\$13.26 - \$22.10 per hour (2018)
PHNEx 1 Deputy Inspector Fire Safety	\$19.00 - \$22.55per hour (2016)
	\$19.00 - \$23.11 per hour (2017)
	\$19.00 - \$23.69 per hour (2018)

B. 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:

ASEx 1 - Director of Public Service & Properties	\$53,780 - \$89,634 per year (2016) \$55,125 - \$91,875 per year (2017) \$56,503 - \$94,172 per year (2018)
PHNEx 2 - Part-time Laborer (Skilled)	\$15.04 - \$21.28 per hour (2016) \$15.04 - \$21.81 per hour (2017) \$15.04 - \$22.36 per hour (2018)
PHNEx 10 - Part-time Laborer (Unskilled)	\$9.55 - \$15.92 per hour (2016) \$9.79 - \$16.32 per hour (2017) \$10.03 - \$16.72 per hour (2018)
PHNEx 5 - Seasonal Part-time Labor	\$8.45 - \$14.08 per hour (2016) \$8.66 - \$14.44 per hour (2017) \$8.88 - \$14.80 per hour (2018)

Overtime of over 40 hours in a work week for the above-listed Service Department employees, other than the Director, and authorized by the Director to work such overtime shall be at one and one-half (1 ½) times the regular hourly rate of pay.

Section 10: RECREATION DEPARTMENT.

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

APHNEx 1 - Director of Recreation (Part-time position)	\$16.00 to \$26.67 per hour (2016) \$16.40 to \$27.34 per hour (2017) \$16.81 to \$28.02 per hour (2018)
APHNEx 1 Assistant to Recreation Director (part-time position)	\$13.60 - \$22.67 per hour (2016) \$13.94 - \$23.24 per hour (2017) \$14.29 - \$23.82 per year (2018)
PHNEx 0 - Assistant Pool Manager	\$8.68 - \$14.47 per hour (2016) \$8.90 - \$14.83 per hour (2017) \$9.13 - \$15.21 per hour (2018)
PHNEx 0 - Concession Stand	\$8.10 - \$9.07 per hour (2016) \$8.10 - \$9.30 per hour (2017) \$8.10 - \$9.53 per hour (2018)

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 head of the Department or Division 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 compensation level due to changes in job classification, work content or responsibility must be:

- A. Requested by the head of the Department or Division 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 or more	5 Calendar Weeks

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/her sole discretion, may grant additional vacation days up to five (5) calendar weeks in total, to any employees in any of the five (5) positions set forth in this paragraph. Those employees who were receiving more than five (5) but no more than six (6) calendar weeks of vacation per year on April 22, 2014 shall continue to receive that amount of vacation time after April 22, 2014.

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 time 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 time.

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. Credit for prior service with the City of Richmond Heights shall not be given for purposes of computing the amount of vacation time any employee is entitled to receive, except in the situation where a former employee returns to the employment of the City within one year of having left City employment and the termination of the former employment with the City was not for disciplinary reasons. 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 Day
Good Friday	Christmas Day
Memorial Day	New Year's Eve
Independence Day	Employee's Birthday
Labor Day	

C. PERSONAL DAY.

Effective January 1, 2017, after one year of continuous employment with the City, each full-time employee of the City shall receive two (2) personal days 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. Personal days may be taken on an as-needed basis by December 15th of the year in which they are received with prior approval of the head of the Department or Division or the Mayor. Personal days cannot be cashed out.

D. LONGEVITY PAY.

1. Each full-time employee who began such service with the City prior to April 22, 2014 and who remains in continuous service with the City in a full-time capacity shall receive an annual 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

2. Any employee hired by the City after April 22, 2014 shall not receive Longevity 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, as adopted by the Mayor from time to time, and 29 U.S.C. §2601, *et seq.* (the "FMLA"). 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 the employee's 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 the employee's 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 1st through March 31st; April 1st through June 30th; July 1st through September 30th; October 1st through December 31st) 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 head of the Department or Division and granted by the Mayor and does not automatically consist of the maximum time allowed, but is up to the discretion of the Mayor. 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 health care benefits for all full-time non-bargaining unit employees, the terms of which may change from time to time at the City's sole discretion.

Effective January 13, 2015, each full-time, non-bargaining unit employee who receives health care benefits from the City shall contribute ten percent (10%) of the actual cost of her or his particular health insurance plan (family or single), including ten percent (10%) of the actual cost of the dental and eye care plan, through a pre-tax payroll deduction. Effective the first pay following the approval of this Ordinance, each full-time, non-bargaining unit employee shall contribute twelve and one-half percent (12.5%) of the actual cost of her or his particular health insurance plan, including twelve and one-half percent (12.5%) of the actual cost of the dental and eye care plan, through a pretax payroll deduction.

Any employee who is eligible to receive health care benefits from the City and who agrees in writing not to receive any health care, dental care and vision care benefits from the City, shall receive a payment of three hundred dollars (\$300) per month in lieu of receiving such benefits.

The City shall be responsible on behalf of employees, depending on their insurance plan status (family or single), for up to either \$5,000 of the family deductible or up to \$2,500 of the single deductible through a Health Reimbursement Account (HRA). The City will establish a Health Reimbursement Account (HRA) which will be administered by a qualified third-party administrator selected and paid for by the City.

All part-time non-bargaining unit employees and elected officials may participate in the City's comprehensive insurance plan for health care benefits but each such employee and elected official 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 and such employees and elected officials shall not be eligible to participate in any health reimbursement arrangement plan.

H. ADDITIONAL WORK TIME POLICY.

1. Except as provided otherwise by this Ordinance, the additional work time policy for all non-exempt (NEx) employees shall be as follows: Time worked over forty hours in one work week during any calendar year shall be taken as paid compensation or, as approved in writing by the head of the department or division, may be taken as time off no later than October 1 of the following year. Additional 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 additional work time accrued and will be paid to the employee for the pay period in which the additional work time accrued. Any additional work 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 as is approved in writing by the Mayor. 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 additional work 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, non-bargaining unit employees will be covered by a \$25,000 life insurance policy.

Section 13: Ordinance No. 79-2013, as amended and adopted on April 22, 2014, and all other ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

Section 14: The salaries, wages, pay rates, compensation and benefits for officers and employees of the City for calendar year 2015 as set forth in Ordinance No. 79-2013, amended and adopted on April 22, 2014, and its subsequent amendments shall have been in effect for calendar year 2016 and in 2017 up to the effective date of this Ordinance No. 70-2017. As a consequence, the salaries and pay rates, and compensation of officers and employees of the City for the time period of January 1, 2016 through the effective date of this Ordinance are shown in this Ordinance No. 70-2017 for illustration purposes and the salaries and pay rates for 2017, as set forth in this Ordinance, shall take effect as of the effective date of this Ordinance No. 70-2017.

Section 15: This Ordinance is 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 classifications of elected or appointed officials and full- and part-time employees and necessary adjustments of their compensation; 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 upon its passage by Council and the signature of the Mayor.

PASSED: July 25, 2017


David H. Roche, Mayor

APPROVED: July 25, 2017

ATTEST: Kyla Presto
~~Betsy Traben~~ Kyla Presto
Clerk of Council *pro temp*


Eloise Cotton-Henry
President of Council

