

ORDINANCE NO.: 13-2021 (As Revised April 27, 2021)  
INTRODUCED BY: Ursu

**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.

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 salaries or wages, or ranges thereof, for the calendar year 2020 in this Ordinance shall be the same as for the calendar year 2019.**

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 **Laborers' International Union of North America, Local No. 860**, 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.

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	\$24,000 per annum (effective Jan 1, 2018) <b><u>\$27,012 per annum (effective Jan 1, 2022)</u></b>
ESEx 1 - President of Council	\$11,500 per annum (effective Jan 1, 2018) <b><u>\$12,943 per annum (effective Jan 1, 2022)</u></b>
ESEx 2 - Council Member (elected at-large)	\$10,000 per annum (effective Jan 1, 2018) <b><u>\$11,255 per annum (effective Jan 1, 2022)</u></b>
ESEx 4 - Council Member (elected by ward)	\$10,000 per annum (effective Jan 1, 2020) <b><u>\$11,255 per annum (effective Jan 1, 2024)</u></b>

Section 4: ADMINISTRATIVE OFFICES

A. **ASEx 1-** Director of Economic and Community Development

\$25.00 - \$32.31 per hour (2018)  
\$30.00 - \$43.00 per hour (2019)  
**\$30.90 - \$44.29 per hour (2021) or**  
**\$64,394-\$107,323 per annum (2021)**

B. **APHNEx 1-Senior Assistant to Director of Economic and Community Development.**

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**\$23.00 - \$27.25 per hour (2021)**

C. **APHNEx 1- Assistant to Director of Economic and Community Development**

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**\$19.00 - \$27.25 per hour (2021)**

**BD.** SEx-1- Clerk of Council

\$12,000 - \$16,756 per annum (2018)  
\$12,240 - \$17,091 per annum (2019)  
**\$12,607 - \$17,604 per annum (2021)**

EE. 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	\$16.78 - \$27.97 per hour (2018) \$17.12 - \$28.53 per hour (2019) <b><u>\$17.63 - \$29.39 per hour (2021)</u></b>
PSEx 1 – Human Resources Manager	\$7,904 - \$8,512 per annum (2018) \$10,000-\$17,000 per annum (2019) <b><u>\$10,300 - \$17,510 per annum (2021)</u></b>
PHEx 3 - Special Projects Coordinator	\$11.91 - \$19.86 per hour (2018) \$15.00 - \$22.00 per hour (2019) <b><u>\$15.45 - \$22.66 per hour (2021)</u></b>
PSEx 1 – Administrative Intern	per hour (2018) \$10.00 - \$15.73 per hour (2019) \$10.00 - \$16.04 <b><u>per hour (2021) \$10.30 - \$16.52</u></b>

Overtime pay for authorized administrative department full-time employees for excess of 40 hours per week shall be at one and one half (1 ½) times the regular hourly rate.

#### Section 5: DEPARTMENT OF FINANCE

ASEx 1 - Director of Finance	\$61,292 - \$102,154 per annum (2018) \$62,518 - \$104,197 per annum (2019) <b><u>\$64,394- \$107,323 per annum (2021)</u></b>
ASEx 1 -Assistant Director of Finance	\$46,697 - \$77,828 per annum (2018) \$47,631 - \$79,385 per annum (2019) <b><u>\$49,060 - \$81,767 per annum (2021)</u></b>
PHNEx 1 –Tax Administrator Part-Time	\$15,585 - \$16,783 per annum (2018) \$15,897 - \$17,119 per annum (2019) <b><u>\$16,374 - \$17,633 per annum (2021)</u></b>
<b><u>PHNEx 1 – Staff Accountant</u></b>	<b><u>\$25.00 - \$40.00 per hour (2021)</u></b>
PNEx 2 –Finance Specialist (Payroll & Accounts Payable)	\$13.61 - \$22.68 per hour (2018) \$13.88 - \$23.13 per hour (2019) <b><u>\$17.00 - \$23.82 per hour (2021)</u></b>

## 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 (Part-Time)	\$17,650 per annum (effective Jan 1, 2018) <b><u>\$19,865 per annum (effective Jan 1, 2022)</u></b>
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### A. DIVISION OF POLICE

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

SEx 1 - Chief	\$64,954 - \$100,944 per annum (2018)
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\$66,253 - \$102,963 per annum (2019)  
\$68,241 - \$107,000 per annum (2021)

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	\$16.76 - \$27.94 per hour (2018)
	\$17.10 - \$28.50 per hour (2019)
	<b><u>\$17.61 - \$29.36 per hour (2021)</u></b>
HNEx 1 –Police Clerk I	\$16.70 - \$23.00 per hour (2019)
	<b><u>\$17.20 - \$23.69 per hour (2021)</u></b>
HNEx 1 – Police Clerk II	\$18.11 - \$26.46 per hour (2019)
	<b><u>\$18.65 - \$27.25 per hour (2021)</u></b>

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 0 - Part-Time Correction Officer	\$15.24 - \$25.40 per hour (2018)
	\$15.54 - \$25.91 per hour (2019)
	<b><u>\$16.01 - \$26.69 per hour (2021)</u></b>

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	\$16.08- \$26.80 per hour (2018)
	\$16.40 - \$27.33 per hour (2019)
	<b><u>\$16.89 - \$28.15 per hour (2021)</u></b>

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 - \$18.37 per hour (2018)

\$13.26 - \$18.74 per hour (2019)

**\$13.66 - \$19.30 per hour (2021)**

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

PHNEx 0 - Part-time Dispatchers

\$12.22 - \$20.36 per hour (2018)

\$12.46 - \$20.77 per hour (2019)

**\$12.83 - \$21.39 per hour (2021)**

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.

Matron/Jailer Duty and Benefits

Only 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.

\*The total number of Patrol Officers 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

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

\$61,777 - \$102,963 per annum (2019)

**\$63,630 - \$107,000 per annum (2021)**

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:

**\$1,250.00** per calendar year.

#### Compensation for Part-time Firefighters

PHNEx 15 -Part-time Firefighters    \$19.08 - \$20.25 per hour (2018)  
\$19.08 - \$20.66 per hour (2019)  
**\$19.65 - \$21.28 per hour (2021)**

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 HOUSING.

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	\$59,974 - \$99,957 per annum (2018) \$61,173 - \$101,956 per annum (2019) <b><u>\$63,008 - \$105,015 per annum (2021)</u></b>
SEx 0 - Assistant Commissioner of Building, Zoning and Housing	\$49,085 - \$81,809 per annum (2018) \$50,067 - \$83,455 per annum (2019) <b><u>\$55,000- \$88,000 per annum (2021)</u></b>



HNEx 1 - Combination Inspector	\$20.25 - \$33.75 per hour (2018) \$20.66 - \$34.43 per hour (2019) <u>\$26.00 - \$40.60 per hour (2021)</u>
PHNEx 2 - Part-time Inspector	\$20.66 - \$30.00 per hour (2019) \$26.00 - \$35.00 per hour (2020) <u>\$26.00 - \$35.00 per hour (2021)</u>
HNEx 1 - Full-time Secretary	\$13.26 - \$22.10 per hour (2018) \$16.00 - \$22.54 per hour (2019) <u>\$16.48 - \$24.72 per hour (2021)</u>
HNEx 1 Deputy Inspector/Fire Safety Inspector	\$20.25 - \$33.75 per hour (2018) \$20.66 - \$34.43 per hour (2019) <u>\$26.00 - \$40.60 per hour (2021)</u>

#### 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	\$56,503 - \$94,172 per year (2018) \$57,633 - \$96,055 per year (2019) <u>\$59,632 - \$98,937 per year (2021)</u>
PHNEx 2 - Part-time Laborer (Skilled)	\$15.04 - \$22.36 per hour (2018) \$15.34 - \$22.81 per hour (2019) <u>\$15.80 - \$23.49 per hour (2021)</u>
PHNEx 10 - Part-time Laborer (Unskilled)	\$10.03 - \$16.72 per hour (2018) \$10.23 - \$17.05 per hour (2019) <u>\$12.00 - \$18.00 per hour (2021)</u>
PHNEx 5 - Seasonal Part-time Labor	\$8.88 - \$14.80 per hour (2018) \$9.06 - \$15.10 per hour (2019) <u>\$12.00 - \$17.00 per hour (2021)</u>

<b><u>HNEx 1 - Full-time Secretary</u></b>	<b><u>\$16.48 - \$24.72 per hour (2021)</u></b>
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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)

\$16.81 - \$28.02 per hour (2018)

\$17.15 - \$28.58 per hour (2019)

**\$17.66 - \$29.44 per hour (2021)**

APHNEx 1 Assistant to Recreation Director

(part-time position)

\$14.29 - \$23.82 per hour (2018)

\$14.58 - \$24.30 per hour (2019)

**\$15.02 - \$25.03 per hour (2021)**

**PHNEx 2- Lodge Event Supervisor**

**\$15.02 - \$25.03 per hour (2021)**

PHNEx 0 - Assistant Pool Manager

\$9.13 - \$15.21 per hour (2018)

\$9.31 - \$15.51 per hour (2019)

**\$9.59 - \$15.98 per hour (2021)**

PHNEx 0 - Concession Stand

\$8.10 - \$9.53 per hour (2018)

\$8.26 - \$9.72 per hour (2019)

**\$8.51 - \$10.01 per hour (2021)**

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, shall be entitled to the following vacation, excluding legal holidays, with full pay for continuous service as follows.

<b><u>Years</u></b>	<b><u>Time of Continuous Service</u></b>	<b><u>for Full-Time Employees</u></b>
<b><u>90 days up to 1 year</u></b>		<b><u>1 Calendar Week*</u></b>
<b><u>1-5 years</u></b>		2 Calendar Weeks
<b><u>6 years</u></b>		2 Calendar Weeks 1 Day
<b><u>7 years</u></b>		2 Calendar Weeks 2 Days
<b><u>8 years</u></b>		2 Calendar Weeks 3 Days
<b><u>9 years</u></b>		2 Calendar Weeks 4 Days
<b><u>10 years</u></b>		3 Calendar Weeks
<b><u>11 years</u></b>		3 Calendar Weeks + 1 Day
<b><u>12 years</u></b>		3 Calendar Weeks + 2 Days
<b><u>13 years</u></b>		3 Calendar Weeks + 3 Days
<b><u>14 years</u></b>		3 Calendar Weeks+ 4 Days
<b><u>15 years</u></b>		4 Calendar Weeks
<b><u>16 years</u></b>		4 Calendar Weeks 1 Day
<b><u>17 years</u></b>		4 Calendar Weeks 2 Days
<b><u>18 years</u></b>		4 Calendar Weeks 3 Days
<b><u>19 years</u></b>		4 Calendar Weeks 4 Days
<b><u>20 or more years</u></b>		5 Calendar Weeks

**\*Note: During the first year of a full-time employee's employment with the City, and after successfully completing a ninety (90)-day probationary period, the employee may have one (1) day of vacation time, two (2) additional days of vacation after 180 days of continuous service, and two (2) more days of vacation after 270 days of continuous service, the scheduling of which shall be approved by the employee's supervisor.**

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. For the purpose of recruitment of new employees and the retention of employees for key positions that are difficult to fill and to retain productive employees due to widespread job market and economic conditions causing a shortage of candidates for such positions and causing current employees to seek higher compensated positions elsewhere, and where the positions require exceptional qualifications or professional certifications required by State law, the Mayor, at his/her sole discretion, may authorize a hiring or retention incentive for persons for such key positions which consists of vacation time in lieu of compensation, for up to two (2) calendar weeks in addition to the vacation benefits in paragraph A. 1. of this Section, provided that the total value of such additional vacation days at the rate of pay for such position shall not cause the employee's total compensation to exceed the maximum compensation authorized herein in the pay range for that position. The Mayor is also authorized for the purpose of recruitment of said key positions to permit an employee to use vacation time in such amount as may be authorized by the Mayor before the completion of the one-year anniversary date of his/her hire date, but not before completion of the ninety (90)-day probationary period for a new hire.**

**4.** 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~~ **ninety (90) days** immediately following the employee's anniversary date for the year in which he/she was entitled to such vacation time.

**5.** 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.

**6.** 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  
Martin Luther King, Jr. Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve  
Employee's Birthday

#### 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 14, 2020**, 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. **Effective the first pay following the approval of this Ordinance, each full-time, non-bargaining unit employee shall contribute fifteen percent (15%) of the actual cost of her or his particular health insurance plan, including fifteen (15%) of the actual cost of the dental and eye care plan, through a pre-tax 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. 97-2019, adopted on November 12, 2019, and as amended by Ordinance No. 75-2020, adopted on August 11, 2020, by this Council, and all other ordinances inconsistent with the provisions of this Ordinance are hereby repealed.**

Section 14: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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 for 2021; 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: April 27, 2021

APPROVED: April 27, 2021

ATTEST: Betsy Traben  
Betsy Traben  
Clerk of Council

David H. Roche  
David H. Roche, Mayor

Eloise Cotton-Henry  
Eloise Cotton-Henry  
President of Council