

ORDINANCE NO: 82 -2021
INTRODUCED BY: Mayor Roche

AN ORDINANCE AMENDING ORDINANCE NO. 13-2021 (THE CITY'S "PAY AND BENEFITS ORDINANCE") TO ADD THE FULL-TIME POSITION OF ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR TO THE LIST OF FULL-TIME POSITIONS FOR WHICH THE MAYOR MAY GRANT ADDITIONAL VACATION DAYS.

WHEREAS, the Mayor has recommended, and this Council has determined that it is necessary to amend the "Pay and Benefits Ordinance" last adopted by this Council on April 27, 2021, pursuant to Ordinance No. 13-2021, and to add the full-time position of Economic and Community Development Director to the list of full-time positions to which the Mayor, in his or her discretion, may grant additional vacation days;

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

Section 1: Existing Section 12, Paragraph A., Vacation, of Ordinance No. 13-2021, "An Ordinance Fixing the Salary, Compensation, Bonds, Vacations, Sick Leave and Rates of Pay of Various Offices, Boards, Commissions and Departments of the City of Richmond Heights; Repealing Previous Pay Schedule Ordinances; and Declaring an Emergency", is hereby amended to the following extent:

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.

Time of Continuous Service for Full-Time Employees

90 days up to 1 year	1 Calendar Week*
1-5 years	2 Calendar Weeks
6 years	2 Calendar Weeks 1 Day
7 years	2 Calendar Weeks 2 Days
8 years	2 Calendar Weeks 3 Days
9 years	2 Calendar Weeks 4 Days
10 years	3 Calendar Weeks
11 years	3 Calendar Weeks + 1 Day
12 years	3 Calendar Weeks + 2 Days
13 years	3 Calendar Weeks + 3 Days
14 years	3 Calendar Weeks + 4 Days
15 years	4 Calendar Weeks
16 years	4 Calendar Weeks 1 Day

17 years	4 Calendar Weeks 2 Days
18 years	4 Calendar Weeks 3 Days
19 years	4 Calendar Weeks 4 Days
20 or more years	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; **Economic and Community Development Director**; 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 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.

Section 2: Existing Section 12, Paragraph A., Vacation, of Ordinance No. 13-2021 hereby repealed.

Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance 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 and in compliance with all legal requirements.

Section 4: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: August 24, 2021



David H. Roche, Mayor

APPROVED: August 24, 2021

ATTEST: Betsy Traben
Betsy Traben
Clerk of Council



Eloise Cotton-Henry
President of Council