

ORDINANCE NO.: 68-2024
INTRODUCED BY: Mayor Thomas and All of Council

AN ORDINANCE AMENDING ORDINANCE NO. 24-2023 WHICH IS 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; AND DECLARING AN EMERGENCY.

WHEREAS, the Mayor and the City administration desire to amend certain salaries, compensation, job titles, authorized number of positions, and other provisions applicable to non-collective bargaining unit City employees for fiscal year 2024 in order to remain competitive in the public workplace for qualified personnel and for purposes of efficiency and effective delivery of public services.

NOW, THEREFORE, Be It Ordained by the Council of the City of Richmond Heights, State of Ohio, that previous Ordinance No. 24-2023 of this Council is hereby amended to read as follows:

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.			

Full-Time is defined as an individual employed on a forty(40)-hour work week, ten, eleven, or twelve-month basis per fiscal 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 the Community Paramedic 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 the Assistant Director of the Department, and Full-Time Secretary, 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	\$27,012 per annum (effective Jan 1, 2022)
ESEx 1 - President of Council	\$12,943 per annum (effective Jan 1, 2022)
ESEx 2 - Council Member (elected at-large)	\$11,255 per annum (effective Jan 1, 2022)
ESEx 4 - Council Member (elected by ward)	\$11,255 per annum (effective Jan 1, 2024)

Section 4: ADMINISTRATIVE OFFICES

A. ASEx 1- Director of Economic and Community Development

\$66,326-\$110,543 per annum (2022)
\$68,316-\$113,859 per annum (2023)
\$70,365-\$117,275 per annum (2024)

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

\$23.69 - \$28.07 per hour (2022)
\$24.40 - \$28.91 per hour (2023)
\$25.13 - \$29.78 per hour (2024)

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

\$19.57 - \$28.07 per hour (2022)
\$20.16 - \$28.91 per hour (2023)
\$21.00 - \$29.78 per hour (2024)

D. SEx-1- Clerk of Council

\$12,985 - \$18,132 per annum (2022)
\$13,375 - \$18,676 per annum (2023)
\$13,776 - \$19,236 per annum (2024)

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

HNEEx 1 - Special Assistant to Mayor	\$18.16 - \$30.27 per hour (2022)
	\$18.70 - \$31.18 per hour (2023)
	\$19.26 - \$32.1235.00 per hour (2024)
SEx 1 — Human Resource Director	\$55,000 - \$85,000 per annum (2022)
	\$77,000 - \$110,200 per annum (2023)

\$ 79,310 - \$113,506 **117,275** per annum
(2024)

~~PSE~~~~x~~ **1** ~~PHE~~**x** **2**— Human Resource Generalist

\$17,510 - \$24,300 per annum (2022)

\$-29,746 - \$38,496 per annum (2023)

~~\$ 30,638 - \$39,650 per annum 24.00 - 35.00~~

per hour-(2024)

PHEX 3 - Special Projects Coordinator \$15.91 - \$23.34 per hour (2022)

\$ 17.31 – 27.81 per hour (2023)

\$ 18.35 - \$28.65 per hour (2024)

PSHEx 1 — Administrative Intern \$10.61 - \$17.02 per hour (2022)

\$10.93 - \$17.53 per hour (2023)

\$11.26 - \$18.06 per hour (2024)

PHEX 3 – Temporary Worker \$10.10 - \$18.44 per hour (2023)

~~\$10.40~~10.45 - \$19.00 per hour (2024)

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

Section 5: DEPARTMENT OF FINANCE

ASEx 1.- Director of Finance	\$66,326 - \$110,543 per annum (2022)
	\$68,316 - \$113,859 per annum (2023)
	\$70,365 - \$117,275 per annum (2024)

ASEx 1 -Assistant Director of Finance	\$50,532 - \$84,220 per annum (2022) \$52,048 - \$86,747 per annum (2023) \$53,609 - \$89,349<u>95,000</u> per annum (2024)
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PHNEx 1 — Tax Administrator Part-Time	\$16,865 - \$18,162 per annum (2022)
	\$17,371 - \$18,707 per annum (2023)
	\$17,892 - \$19,268 per annum (2024)

PHNEx 1 — Staff Accountant	\$25.75 - \$41.20 per hour (2022)
	\$26.52 - \$42.44 per hour (2023)
	\$27.32 - \$43.71 per hour (2024)

PNEx 2 Finance Specialist (Payroll & Accounts Payable)	\$17.51	\$24.53 per hour (2022)
	\$18.04	\$25.27 per hour (2023)
	\$18.58	\$26.03 per hour (2024)

<u>PNEx 1 — Accounts Payable</u>	<u>\$14.28 - \$25.80 per hour (2024)</u>
<u>PNEx 1 — Payroll</u>	<u>\$16.49 - \$29.85 per hour (2024)</u>
SEx 1 – Purchasing Agent	\$40,000 - \$60,000 per annum (2023) \$41,200 - \$61,800 <u>41,530 – \$81,970</u> per annum (2024)

Section 6: BOARDS AND COMMISSIONS

Planning Commission

ASEx 1- Chair	\$85.00 per meeting
ASEx 4 – Members	\$75.00 per meeting
PSEx 1 - Clerk Secretary	<u>\$65</u> 100 .00 per meeting

Zoning Board of Appeals

ASEx 1 - Chair	\$85.00 per meeting
ASEx 4 – Members	\$75.00 per meeting
PSEx 1 - Clerk Secretary	<u>\$65</u> 100 .00 per meeting

Civil Service Commission

ASEx 1 - Chair	\$85.00 per meeting
ASEx 2 - Other Members	\$75.00 per meeting
PSEx 1- Clerk Secretary	\$65.00 per meeting

Recreation Board

ASEx 1 - Chair (See Director of Recreation)	Not Applicable
ASEx 6 — Members	\$ 75.00 per meeting
PSEx 1- Clerk Secretary	\$ 65.00 per meeting

Architectural Board of Review

ASEx 1 —Chair	\$100.00 per meeting
ASEx 2- Members	\$90.00 per meeting
PSEx 1- Clerk Secretary	<u>\$65</u> 100 .00 per meeting

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)	\$19,865 per annum (effective Jan 1, 2022)
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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	\$70,288 - \$110,210 per annum (2022) \$72,397 - \$113,516 per annum (2023) \$74,569 - \$116,921 <u>120,000</u> per annum (2024)
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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 thirteen (13) 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	\$18.14 - \$30.24 per hour (2022) \$18.68 - \$31.15 per hour (2023) \$19.24 - \$32.08 per hour (2024)
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HNEx 1 – Police Clerk I	\$17.72 - \$24.40 per hour (2022) \$18.25 - \$25.13 per hour (2023) \$18.80 - \$25.88 per hour (2024)
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HNEx 1 – Police Clerk II	\$19.21 - \$28.07 per hour (2022) \$19.79 - \$28.91 per hour (2023) \$20.38 - \$29.78 per hour (2024)
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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 6 - Part-Time Police Officers	\$17.40 - \$28.99 per hour (2022)
	\$18.50 - \$30.09 per hour (2023)
	\$19.06 - \$31.00 per hour (2024)

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	\$13.66 - \$19.30 per hour (2022)
	\$14.07 - \$19.88 per hour (2023)
	\$14.49 - \$20.48 per hour (2024)

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

2. Uniform Allowance - Auxiliary Police

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.

PHNEx 2 – Crossing Guard	\$11.00 - \$20.00 per hour (2023)
	\$11.33 - \$20.60 per hour (2024)

~~*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	\$65,539 - \$110,210 per annum (2022)
	\$67,505 - \$113,516 per annum (2023)
	\$68,850 69,530 - \$116,921 120,000 per annum (2024)

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 thirteen (13) 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.

HNEx 1 – Community Paramedic	\$26.78 - \$41.82 per hour (2023)
	\$27.58 - \$43.07 per hour (2024)

<u>HNEx 1 – Fire Safety Inspector</u>	<u>\$26.78 - \$41.82 per hour (2022)</u>
	<u>\$27.58 - \$43.07 per hour (2023)</u>
	<u>\$28.41 - \$44.36 per hour (2024)</u>

Compensation for Part-time Firefighters

PHNEx 15 -Part-time Firefighters	\$20.24 - \$21.92 per hour (2022)
	\$20.85 - \$22.58 per hour (2023)
	\$21.48 - \$23.26 per hour (2024)

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~~Division of Fire personnel on a ~~h~~bi-weekly basis and there shall accompany each paycheck a statement showing hours for which the ~~part-time firefighter~~Division of Fire personnel are 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.

Upon the request of the Chief of Fire and approval by the Director of Public Safety, the clothing allowance for the Fire Safety Inspector who meets all training and attendance requirements may be up to a maximum of \$1,000.00 per calendar year.

Upon the request of the Chief of Fire and approval by the Director of Public Safety, the clothing allowance for Community Paramedic who meets all training and attendance requirements may be up to a maximum of \$1,000.00 per calendar year.

3. Holiday Rate

Part-time firefighters**The Fire Safety Inspector, the Community Paramedic, and Part-Time Firefighters** shall be paid at one and one-half (1 1/2) the regular station duty pay for actual hours worked on Christmas Day, New Year's Day, Juneteenth, July 4th, Indigenous Peoples Day, 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.

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	\$64,898 - \$108,165 per annum (2022) \$66,845 - \$111,410 per annum (2023) \$68,850 - \$114,752 per annum (2024)
SeEx 01-Assistant Commissioner of Building, Zoning and Housing	\$56,650 - \$90,640 per annum (2022) \$58,350 - \$93,359 per annum (2023) \$60,101 - \$96,160 per annum (2024)
HNEx 1 – Combination Inspector	\$26.78 - \$41.82 per hour (2022) \$27.58 - \$43.07 per hour (2023) \$28.41 - \$44.36 per hour (2024)
PHNEx 21 – Part Full -time Inspector	\$26.78 - \$36.05 per hour (2022) \$27.58 - \$37.13 per hour (2023) \$28.41 - \$38.24 per hour (2024)
HNEx 12 – Full-time Secretary	\$16.97 - \$25.46 per hour (2022) \$17.48 - \$26.22 per hour (2023) \$18.00 - \$27.01 per hour (2024)
HNEx 1 Deputy Inspector/Fire Safety Inspector	\$26.78 - \$41.82 per hour (2022) \$27.58 - \$43.07 per hour (2023) \$28.41 - \$44.36 per hour (2024)

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	\$61,421 - \$101,905 per year (2022) \$63,264 - \$104,962 per year (2023) \$65,162 - \$108,111 117,275 per year (2024)
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SEx 1 – Assistant Director of Public Service & Properties	\$62,000 - \$90,000 per year (2023) \$63,860 - \$92,700 per year (2024)
PHNEx 2 – Part-time Laborer (<u>Skilled II</u>)	\$16.27 - \$24.19 per hour (2022) \$16.76 - \$24.92 per hour (2023) \$17.26 - \$25.67 per hour (2024)
PHNEx 6 – Part-time Laborer (<u>Unskilled I</u>)	\$12.36 - \$18.54 per hour (2022) \$12.73 - \$19.10 per hour (2023) \$13.11 - \$19.67 per hour (2024)
PHNEx 50 – Seasonal Part-time Labor	\$12.36 - \$17.51 per hour (2022) \$12.73 - \$18.04 per hour (2023) \$13.11 - \$18.58 per hour (2024)
HNEx 1 – Full-time Secretary	\$16.97 - \$25.46 per hour (2022) \$17.48 - \$26.22 per hour (2023) \$18.00 - \$27.35 per hour (2024)
<u>HNEx 1 – Part-time Secretary</u>	<u>\$18.00 - \$27.35 per hour (2024)</u>

Overtime of over 40 hours in a work week for the above-listed Service Department employees, other than the Director and Assistant Service 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:

ASEx 1 - Director of Recreation (Full-time position)	\$18.19 - \$30.32 per hour (2022) \$ 55,000 - \$90,000 per annum (2023) \$ 56,650 - \$92,700 <u>117,275</u> per annum (2024)
APHNEx 1 Assistant to Recreation Director (part-time position)	\$15.47 - \$25.78 per hour (2022) \$15.93 - \$27.55 per hour (2023) \$16.41 - \$28.37 per hour (2024)
PHNEx 2- Lodge Event Supervisor	\$15.47 - \$25.78 per hour (2022) \$15.93 - \$26.35 per hour (2023) \$16.41 - \$27.35 per hour (2024)
PHNEx 0 – Assistant Pool Manager	\$9.88 - \$16.46 per hour (2022) \$10.18 - \$16.95 per hour (2023) \$10.49 - \$17.46 per hour (2024)

PHNEx 0 - Concession Stand	\$8.77 - \$10.31 per hour (2022) \$9.03 - \$10.62 per hour (2023) <u>\$9.30</u>10.45 - \$10.94 per hour (2024)
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PHNEx 1 – Spray Ground Attendant **\$13.11 - \$18.58 per hour (2024)**

PHNEx 1 – Laborer – Parks and Recreation **\$13.11 - \$18.58 per hour (2024)**

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.

Time of Continuous Service for Full-Time Employees

90 days through 5 years	2 Calendar weeks*
After 5 years 6 – 10 years	3 weeks
After 10 years 11 – 15 years	4 weeks
After 15 years 16 – 24 years	5 weeks
25 years or more	6 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 receive two (2)

~~calendar weeks of vacation 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; **Human Resource Director; Director of Recreation:** 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) eight (8)~~ positions set forth in this paragraph. ~~These 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.

B. HOLIDAYS

All full-time employees of the City shall receive the following **thirteen (13)** 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
Juneteenth
Independence Day
Labor Day
Indigenous Peoples Day (2nd Monday of October)
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

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
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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; BEREAVEMENT 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. For the purposes of this Article, "immediate family" shall be defined as including only the employee's spouse, children, parents, parents-in-law, brothers, sisters, grandparents, grandparents-in-law, grandchildren, aunts, uncles, and significant others who are in a relationship similar to a spouse. 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 and Mayor, the terms of which may change from time to time at the City's sole discretion.

Each full-time, non-bargaining unit employee and Mayor 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 dental and vision 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. 24-2023 and all other ordinances which are 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 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, 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-time and part-time employees and necessary adjustments of their compensation for 2024 to become competitive with other public employers in the hiring and retention of qualified employees; and for the further reason that it is necessary to clarify such benefits as vacation leave, 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 16, 2024

APPROVED: April 16, 2024

ATTEST: Tracey Blair
Tracey Blair
Clerk of Council



Kim A. Thomas, Mayor



Bobby Jordan
President of Council