

ORDINANCE NO. 2016- 50

AN ORDINANCE ESTABLISHING WAGES AND OTHER CERTAIN BENEFITS FOR ADMINISTRATIVE PERSONNEL; AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Clyde, State of Ohio:

SECTION 1. That the following bi-weekly pay rates for the respective administrative positions which is attached hereto and marked **EXHIBIT A**, be and the same are hereby established becoming *effective starting the first pay period payable in 2017*.

SECTION 2 That all other benefits previously granted in the attached **EXHIBIT B** and not addressed herein or by Personnel Policy shall remain in full force and effect.

SECTION 3. That any Ordinances, Resolutions or contractual provisions inconsistent with this legislation are hereby repealed to the extent of any such inconsistency.

SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the health, welfare and safety of the residents of the City of Clyde and for the further reason that the immediate adoption of this legislation will assure continued and orderly administration of City services, therefore, this Ordinance shall take effect and be in force immediately upon its passage.

PASSED: 10-18-16


G. Scott Black, Mayor

ATTEST: Janet R. Dickman
Clerk of Council

APPROVED AS TO FORM:


Zachary J. Selvey, Solicitor

EXHIBIT A
ADMINISTRATIVE WAGES
Effective 1/1/2017

	Previous 2016	Effective beginning pay period payable 2017 (2%)
City Manager	\$ 3,613.00	\$ 3,685.00
Finance Director	\$ 2,973.00	\$ 3,032.00
Electric Superintendent	\$ 3,164.00	\$ 3,227.00
Assistant Electric Superintendent	\$ 2,937.00	\$ 2,996.00
Police Chief	\$ 3,164.00	\$ 3,227.00
Water Plant Superintendent	\$ 2,954.00	\$ 3,013.00
Wastewater Plant Superintendent	\$ 2,954.00	\$ 3,013.00
General Service Superintendent	\$ 2,820.00	\$ 2,876.00
Environmental Services Superintendent	\$ 2,820.00	\$ 2,876.00
Parks & Cemetery Superintendent	\$ 2,820.00	\$ 2,876.00
Network Systems Administrator	\$ 1,894.00	\$ 1,932.00
IT/GIS Administrator	\$ 2,354.00	\$ 2,401.00
Administrative Secretary	\$ 1,890.00	\$ 1,928.00
Zoning Inspector	\$ 1,716.00	\$ 1,750.00
Recreational Programmer	\$ 1,283.00	\$ 1,309.00
Solicitor	\$ 1,114.00	\$ 1,136.00
Clerk of Council	\$ 284.00	\$ 290.00

EXHIBIT B
ADMINISTRATIVE BENEFITS
Effective 1/1/2017

SECTION 1. Administrative personnel shall have their employee's share of PERS calculated using the employee salary reduction pickup method.

SECTION 2. The annual uniform allowance as follows:

Police Chief	\$650.00
Water Plant Superintendent	\$450.00
Wastewater Plant Superintendent	\$450.00
General Service Superintendent	\$450.00
Electric Department Superintendent	\$650.00
Assistant Electric Superintendent	\$650.00
Parks & Cemetery Superintendent	\$450.00
Environmental Services Superintendent	\$450.00
IT/GIS Administrator	\$450.00
Network Systems Administrator	\$450.00
Safety Service Director	\$450.00
Finance Director	\$450.00
Zoning Inspector	\$450.00
Administrative Secretary	\$450.00

SECTION 3. That administrative personnel shall accumulate/earn sick leave at a rate of .0577 for each hour in the active pay status, up to one hundred twenty (120) hours per year with unlimited accumulation. Administrative personnel may elect to take two (2) Personal Days and six (6) Bonus Days each year. Personal Days and Bonus Days are deducted from annual sick leave calculations. Employees who die while on active pay status with the City will entitle the employee's estate or beneficiary to receive one hundred (100%) percent of accumulated sick leave cash payout.

SECTION 4. That administrative personnel shall be entitled to eight (8) hours of holiday pay for each of the following holidays:

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day

Day after Thanksgiving
Christmas Eve Day *or* President's Day
Christmas Day
New Year's Eve Day *or* Columbus Day

If a non-exempt administrative employee is required to work on any of the listed holidays, the employee shall be entitled to pay for such time worked at two times (2) the employee's regular base rate of pay. Holidays that fall on Saturday shall be observed on the preceding Friday and holidays that fall on Sunday shall be observed on the following Monday.

SECTION 5. That administrative personnel, with the exception of the Recreational Programmer, shall be entitled to vacation leave with pays as follows:

- A. New employees shall earn .833 days per month for their first partial year. Employees may use their accrued vacation within their first twelve (12) months, as has been accrued and if utilized, deducted from their accrual.
- B. Employees with one (1) full calendar year of service – two (2) weeks
- C. Employees with eight (8) full calendar years of service – three (3) weeks
- D. Employees with fifteen (15) full calendar years of service – four (4) weeks
- E. Employees with twenty (20) full calendar years of service – five (5) weeks

Those employees earning more than two (2) weeks vacation may be permitted to schedule up to two (2) weeks vacation at any one time during the year. More than two (2) weeks in succession must have prior permission of the appointing authority. At least five (5) days of vacation must be taken in succession. Employees may request vacation in one (1) hour or one (1) day increments. Administrative personnel earning more than two (2) weeks vacation may carry over up to sixty (60) hours of vacation into the next calendar year. Carryover of more than sixty (60) hours must have appointing authority approval. Employees earning more than two (2) weeks vacation may elect to cash in up to one hundred twenty (120) hours of vacation. Cashed in vacation will be paid by the first pay period in November of each calendar year.

SECTION 6. Administrative personnel who become eligible for retirement and upon retirement certification from either PERS or PPFDPF and having worked the last ten (10) years with the City, will be authorized payment of forty (40%) percent of the employees' accrued, but unused sick leave up to a maximum payment equal to one hundred thirty (130) days or one thousand forty (1,040) hours.

SECTION 7. Administrative personnel, with the exception of the Recreational Programmer, shall be entitled to an annual deposit in the administrative personnel benefit trust fund. The annual deposit amount shall be \$900.00 per employee, per year. Any balance left in the fund from a departing employee shall be dispersed equally among the remaining employees' accounts.

SECTION 8. Administrative personnel, with the exception of the Recreational Programmer, shall receive the same hospitalization benefits provided to unionized employees of the City, including the prescription drug card.

SECTION 9. Administrative personnel, with the exception of the Police Chief, Wastewater Treatment Plant Superintendent and the Recreational Programmer, shall be entitled to Longevity Pay as a means for rewarding an employee for loyal service to the City. The amount shall be \$90.00 for each year of service. Payment shall be made by separate check on the employee's anniversary date. Years of service must be continuous.

SECTION 10. Administrative personnel shall be governed by the City of Clyde Personnel Policy, dated March 27, 2006 and it shall be incorporated in this exhibit as though fully written. Any conflict between the provisions of this exhibit and the Personnel Policy, this exhibit will take precedence.

END