

**ORDINANCE NO.: 84-2016**

**VILLAGE OF SILVER LAKE**

**INTRODUCED BY: The Administration**

**AN ORDINANCE AMENDING THE SALARY ORDINANCE OF THE VILLAGE OF SILVER LAKE, OH HEREBY ESTABLISHING A NEW SCHEDULE OF PAY GRADES FOR THE GENERAL CLASSIFICATION PLAN FOR EMPLOYEES WHICH INCLUDES RULES FOR THE ADMINISTRATION OF SUCH SCHEDULE, AND DECLARING AN EMERGENCY.**

**WHEREAS**, Council wishes the Village employees receive a 1.5 % cost of living allowance (COLA) increase in salary or wages for pay period beginning October 30, 2016, in addition to whatever merit raise by step increase the employees are given, and that the Salary Ordinance be so amended.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Silver Lake, County of Summit, and State of Ohio:

**SECTION 1.** That Ordinance No.: 35-2014 is hereby amended and reenacted in full to read as follows:

(a). Personnel Placement Committee - There is hereby established a Personnel Placement Committee to ensure equitable administration of the provisions of this ordinance. Said committee shall, in addition to the authority hereinafter granted, be empowered to hear appeals by any employee concerning his/her grade classification, but only after the employee has presented the grievance to his immediate supervisor without resolution. If the Committee determines that such employee's grade classification does not reflect accurately the work performed by the employee or his or her seniority, such recommendation shall be made to Council for appropriate amendment to this ordinance.

The Personnel Placement Committee shall consist of the Mayor, President of Council and the Chairman of the Personnel and Public Affairs Committee of Council.

(b.) Full-time employees of the Village of Silver Lake, Ohio, shall be paid based on set levels, or steps, as are hereby established for each position in Sections (e), (f), (g), and (h) which follow.

Step 1 shall be occupied by all new employees unless placed in accordance with (d) herein. All new employees shall complete a "probationary period" of 180 days (one year for law enforcement personnel).

Regular full-time employees on each anniversary date of employment with the Village, may advance as approved by the Personnel Placement Committee, and by motion of Council, between Step 1-2, Step 2-3, Step 3-4, Step 4-5, Step 5-6, Step 6-7, and so on. Such advancement may be initiated only by the employee's department head or supervisor, based on the employee's satisfactory performance of his job duties. Such decision shall be reviewed by the Personnel Placement Committee, which may recommend affirmance or reversal to Council. Council shall determine, finally, advancement of the employee, or not, by motion at a regular or special meeting.

In all cases, a change in salary or wages shall take effect on the employee's anniversary date, except that the change in salary or wages for 2016 shall apply retroactively to October 30, 2016.

(c). Advancement or Change in Grade or Position: Department Heads and Supervisors may recommend that an employee be advanced more than one step or place the employee in an appropriate step based on a change in grade or position, upon submitting evidence supporting such recommendation to the Personnel Placement Committee. An employee may then be placed in the new step after further review and upon approval of the Personnel Placement Committee and by motion of Council.

(d). Permissible Placement: Upon approval of the Personnel Placement Committee, Council, by

motion, may place a new full-time employee in Steps 2-16 upon recommendation of his/her department head or supervisor if said employee possesses such qualifications of experience or education as to qualify him/her for such step.

(e). Clerk-Treasurer

<b>Clerk-Treasurer (Effective October 30, 2016)</b>						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	61,806.84	63,042.97	64,303.83	65,589.91	66,901.71	68,239.74
Bi-Weekly	2,377.19	2,424.73	2,473.22	2,522.69	2,573.14	2,624.61
Hourly	29.7148	30.3091	30.9153	31.5336	32.1643	32.8076
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	
Annual	69,604.54	70,996.63	72,416.57	73,864.90	75,342.20	
Bi-Weekly	2,677.10	2,730.64	2,785.25	2,840.96	2,897.78	
Hourly	33.4637	34.1330	34.8157	35.5120	36.2222	

<b>Administrative Assistant (Effective October 30, 2016)</b>						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	38,978.34	40,147.69	41,151.38	42,180.16	43,234.67	44,315.53
Bi-Weekly	1,499.17	1,544.14	1,582.75	1,622.31	1,662.87	1,704.44
Hourly	18.7396	19.3018	19.7843	20.2789	20.7859	21.3055
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Annual	45,423.42	46,559.00	47,722.98	48,916.05	50,138.95	51,392.42
Bi-Weekly	1,747.05	1,790.73	1,835.50	1,881.39	1,928.42	1,976.63
Hourly	21.8382	22.3841	22.9437	23.5173	24.1053	24.7079
	STEP 13					
Annual	52,677.23					
Bi-Weekly	2,026.05					
Hourly	25.3256					

<b>Secretary-Bookkeeper (Effective October 30, 2016)</b>						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	34,707.99	35,402.14	36,110.19	36,832.39	37,569.04	38,320.42
Bi-Weekly	1,334.92	1,361.62	1,388.85	1,416.63	1,444.96	1,473.86
Hourly	16.6865	17.0203	17.3607	17.7079	18.0620	18.4233
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Annual	39,086.83	39,868.56	40,665.93	41,479.25	42,308.84	42,943.47
Bi-Weekly	1,503.34	1,533.41	1,564.07	1,595.36	1,627.26	1,651.67
Hourly	18.7917	19.1676	19.5509	19.9419	20.3408	20.6459
	STEP 13	STEP 14	STEP 15	STEP 16		
Annual	43,587.62	44,241.43	44,905.05	45,578.63		
Bi-Weekly	1,676.45	1,701.59	1,727.12	1,753.02		
Hourly	20.9556	21.2699	21.5890	21.9128		

The persons in positions in Section 1(f) above shall act under the supervision of the Mayor and shall perform such office and clerical duties as they are directed in order to support the Mayor, Clerk-Treasurer, and all Village departments. When performing duties in the various departments as assigned by the Mayor, employees in the administrative office shall perform his or her duties as directed by the supervisor to which he or she has been assigned for such duties.

The persons occupying the administrative office positions shall be bondable and shall be covered under the blanket bond purchased by the Village of Silver Lake.

(g). Police Department

**Chief (Effective October 30, 2016)**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	61,806.84	63,042.97	64,303.83	65,589.91	66,901.71	68,239.74
Bi-Weekly	2,377.19	2,424.73	2,473.22	2,522.69	2,573.14	2,624.61
Hourly	29.7148	30.3091	30.9153	31.5336	32.1643	32.8076
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	
Annual	69,604.54	70,996.63	72,416.57	73,864.90	75,342.20	
Bi-Weekly	2,677.10	2,730.64	2,785.25	2,840.96	2,897.78	
Hourly	33.4637	34.1330	34.8157	35.5120	36.2222	

**Lieutenant (Effective October 30, 2016)**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	47,414.45	48,599.81	49,814.81	51,060.18	52,336.69	53,645.10
Bi-Weekly	1,823.63	1,869.22	1,915.95	1,963.85	2,012.95	2,063.27
Hourly	22.7954	23.3653	23.9494	24.5482	25.1619	25.7909
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Annual	54,986.23	56,360.89	57,769.91	59,214.16	60,694.51	61,908.40
Bi-Weekly	2,114.86	2,167.73	2,221.92	2,277.47	2,334.40	2,381.09
Hourly	26.4357	27.0966	27.7740	28.4683	29.1801	29.7637
	STEP 13					
Annual	62,837.03					
Bi-Weekly	2,416.81					
Hourly	30.2101					

**Patrol Officer (Effective October 30, 2016)**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	38,358.60	39,317.56	40,300.49	41,308.00	42,340.70	43,399.22
Bi-Weekly	1,475.33	1,512.21	1,550.02	1,588.77	1,628.49	1,669.20
Hourly	18.4416	18.9027	19.3752	19.8596	20.3561	20.8650
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Annual	44,375.70	45,374.15	46,395.07	47,438.96	48,506.33	49,597.72
Bi-Weekly	1,706.76	1,745.16	1,784.43	1,824.58	1,865.63	1,907.60
Hourly	21.3345	21.8145	22.3053	22.8072	23.3204	23.8451
	STEP 13	STEP 14	STEP 15	STEP 16		
Annual	50,713.67	51,854.73	53,021.46	54,214.44		
Bi-Weekly	1,950.53	1,994.41	2,039.29	2,085.17		
Hourly	24.3816	24.9302	25.4911	26.0646		

Intermittent Part-time patrol officers shall be paid the same hourly rate as Patrol Officer, Step 1. Also, intermittent part-time law enforcement officers may be advanced one step for each 2,080 hours worked in accordance with the step schedules adopted for regular full-time law enforcement officers upon the recommendation of the Chief of Police, review by the Personnel Placement Committee, and approval by Council.

The Chief of Police shall be the Chief Peace Officer of the Village and shall have such powers and perform such duties as are provided by law and as the Mayor and Council shall prescribe. Said officer shall be bondable and shall be covered under the blanket bond purchased by the Village of Silver Lake. In addition, thereto, the Chief shall receive a uniform allowance of Seven Hundred Dollars (\$700.00) per year payable on or around February 1st.

The staffing of the above Police Department, other than the Police Chief, may consist of two (2) Lieutenants, five (5) Patrol Officers and five (5) Part-time Patrol Officers. All officers shall be Peace Officers of said Village under the supervision and direction of the Chief of Police. The Chief of Police has the authority to make shift assignments. Said officers shall have such powers and perform such duties as are provided by law and as the Mayor and Council shall prescribe. Said officers shall be bondable and shall be covered under the blanket bond purchased by the Village of Silver Lake.

Any full time police officer shall receive a uniform allowance once a year for a total of \$700 payable on or around January 1st of each calendar year. Beginning on or about January 1, 2018, and each January 1st of each following year, payment of the uniform allowance will be based on receipts for reimbursable uniform items, not to include the purchase of or maintenance of firearms. Reimbursement shall not exceed \$700 per year for full time police officers, except that full time officers terminating employment as police officers with the Village shall be reimbursed at the time of termination in a proportional amount of \$700 based on the number of days employed as a Village police officer after January 1st divided by 365 days.

Any part time officer shall be reimbursed for uniform expenditures in the same manner as full time officers but their yearly payment shall not exceed \$300.

No additional compensation for uniform allowance will be provided after such payment or change of employment status.

**(h). Service Department**

<b>Service Director (Effective October 30, 2016)</b>						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	61,806.84	63,042.97	64,303.83	65,589.91	66,901.71	68,239.74
Bi-Weekly	2,377.19	2,424.73	2,473.22	2,522.69	2,573.14	2,624.61
Hourly	29.7148	30.3091	30.9153	31.5336	32.1643	32.8076
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	
Annual	69,604.54	70,996.63	72,416.57	73,864.90	75,342.20	
Bi-Weekly	2,677.10	2,730.64	2,785.25	2,840.96	2,897.78	
Hourly	33.4637	34.1330	34.8157	35.5120	36.2222	
<b>Asst. Director (Effective October 30, 2016)</b>						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	48,762.23	49,371.76	49,988.91	50,613.78	51,246.45	51,887.02
Bi-Weekly	1,875.47	1,898.91	1,922.65	1,946.68	1,971.02	1,995.65
Hourly	23.4434	23.7364	24.0331	24.3335	24.6377	24.9457
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Annual	52,535.61	53,192.30	53,857.21	54,530.43	55,212.06	55,902.21
Bi-Weekly	2,020.60	2,045.86	2,071.43	2,097.32	2,123.54	2,150.09
Hourly	25.2575	25.5732	25.8929	26.2166	26.5443	26.8761
	STEP 13					
Annual	56,600.99					
Bi-Weekly	2,176.96					
Hourly	27.2120					

**Service Worker II / Mechanic (Effective October 30, 2016)**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	43,144.53	44,007.43	44,887.57	45,785.32	46,243.18	46,705.61
Bi-Weekly	1,659.41	1,692.59	1,726.45	1,760.97	1,778.58	1,796.37
Hourly	20.7426	21.1574	21.5806	22.0122	22.2323	22.4546
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Annual	47,172.66	47,644.39	48,120.84	48,602.05	49,088.07	49,578.95
Bi-Weekly	1,814.33	1,832.48	1,850.80	1,869.31	1,888.00	1,906.88
Hourly	22.6792	22.9060	23.1350	23.3664	23.6000	23.8360
	STEP 13	STEP 14	STEP 15	STEP 16		
Annual	50,074.74	50,575.49	51,081.25	51,592.06		
Bi-Weekly	1,925.95	1,945.21	1,964.66	1,984.31		
Hourly	24.0744	24.3151	24.5583	24.8039		

**Service Worker (Effective October 30, 2016)**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Annual	36,428.70	37,157.27	37,900.41	38,658.43	39,431.59	40,220.23
Bi-Weekly	1,401.10	1,429.13	1,457.71	1,486.86	1,516.60	1,546.93
Hourly	17.5138	17.8641	18.2214	18.5858	18.9575	19.3366
	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
Annual	41,024.64	41,845.13	42,682.03	43,535.67	44,406.39	45,294.52
Bi-Weekly	1,577.87	1,609.43	1,641.62	1,674.45	1,707.94	1,742.10
Hourly	19.7234	20.1179	20.5202	20.9306	21.3492	21.7762
	STEP 13	STEP 14	STEP 15	STEP 16		
Annual	46,200.40	47,124.41	48,066.90	48,787.90		
Bi-Weekly	1,776.94	1,812.48	1,848.73	1,876.46		
Hourly	22.2117	22.6560	23.1091	23.4557		

Service Department workers (except the Service Director) who have achieved certification for Water Distribution and Wastewater licenses shall receive an additional twenty-five cents (\$.25) per hour for each license attained. Those employees achieving certification for Water II and Wastewater II licenses without first attaining Water I and Wastewater I licenses shall receive an additional fifty cents (\$.50) per hour for each said license. In no case shall any service worker receive more than an additional one dollar (\$1.00) per hour in total for all licenses attained.

The Director of Public Service shall have the responsibility for construction, improvement and maintenance of all public works, including the water and sewer facilities, buildings, grounds, parks, roads, streets, and all other public places of the Village. The Service Director shall have charge of and supervise the maintenance of all Village property and equipment, and the storage of all materials and supplies. The Director shall be responsible for recommending all purchases on behalf of the Service Department of the Village of Silver Lake as provided for by Charter and Resolutions and Ordinances of Council. The Director of Public Service, subject to appropriations by Council, may employ such assistants and employees in the Service Department as may from time to time be necessary for the proper discharge of Village maintenance. Said Director shall be bondable and shall be covered under the blanket bond purchased by the Village of Silver Lake.

That there is hereby continued the office known as Assistant Director of Public Service who shall perform the duties of the Director of Public Service in his/her absence or when designated.

That there is hereby continued the Service Department which department shall consist of one (1) Mechanic, and four (4) Service Workers, all of whose duties shall be subject to the direction of the Director of Public Service and the Mayor.

Full-time Service Department personnel shall be reimbursed up to \$200.00 per calendar year for the purchase of work boots. Original receipts must be presented to the Department Head accompanied by a signed request for reimbursement. Reimbursement shall be made in accordance with a regular invoice processing run (or "payment of claims") in the administrative offices.

**(i). Permanent part-time and Seasonal help**

**Permanent part-time employees** are defined as part-time employees working consistently throughout the year and have assigned tasks on a reduced schedule of less than 40 hours.

Permanent part-time employees may be hired from time to time as required. Permanent part-time employees shall receive the rate of compensation for their appropriate classification, upon recommendation of the department head or supervisor, and upon approval of the Personnel Placement Committee and by motion of Council at a range from **\$8.58 to \$14.67** hourly. **Permanent Part-time employees shall receive the same COLA increase given Full-time employees.**

**Seasonal employee** are defined as part-time employees who work only a few months of the year, (not to exceed 120 calendar days per year) and have assigned tasks on a reduced schedule of less than 40 hours.

Seasonal employees may be hired from time to time as required, by the Director of Public service for Service in such department. Seasonal employees shall receive the rate of compensation from \$8.45 to \$11.45 hourly.

*Work Week: The work week for consideration in this ordinance shall be 40 hours, Sunday through Saturday.*

**(j). Overtime and Holiday Time**

**(1). *Overtime and Holiday Time for Full-Time Employees (Except Law Enforcement)***

Full-time employees, other than the Clerk-Treasurer and Service Director, may be paid for any time worked in excess of forty (40) hours in any week, at a rate equal to one and one-half (1 ½) times their regular hourly rate if such overtime is authorized by the Department Head or supervisor and Mayor. Holiday time or vacation time taken pursuant to Sections 139.02, 139.03 and 139.12 of the Administrative Code will be considered hours worked for overtime purposes. Any employee working a regular shift on a designated holiday pursuant to Section 139.03 of the Administrative Code, shall be paid at an hourly rate equal to one and one-half times their regular rate in addition to eight (8) hours of holiday pay. For time worked in excess of eight (8) hours on any holiday, the employee shall receive two (2) times their regular rate. The employee shall receive no additional time off nor any additional compensation for the holiday, except as described herein for any overtime worked

**Ten Hour/Four Day Work Schedule:**

The Village may employ a ten-hour per day, four day per week shift in the Service Department. Overtime pay shall be paid and limited to hours worked in excess of forty hours in a work week. A ten hour/four day work week must be implemented for at least one full week at a time. If a holiday falls within a ten-hour/four day work week, the employee shall be compensated for eight (8) hours for the holiday. Two hours may be made up by the use of the employee's accrued vacation time or may be made up at the discretion of the Service Director on the fifth day of that same work week

**(2). *Overtime and Holiday Time for Full-Time Law Enforcement Officers***

Full-time employees, other than the Chief of Police, may be paid overtime for any hours worked in excess of forty (40) hours in any week, at a rate equal to one and one-half (1 ½) times their regular hourly rate of pay if such overtime is authorized by the Chief of Police and Mayor. Holiday time or vacation time taken pursuant to Sections 139.02, 139.03 and 139.12 of the Administrative Code shall be considered hours worked for overtime purposes. Any employee working on a designated holiday pursuant to Section 139.03 of

the Administrative Code shall be paid at an hourly rate equal to one and one-half (1 ½) times their regular hourly rate of pay and shall be granted holiday compensation time off for an average work day of eight (8) hours. For time worked in excess of eight (8) hours on any holiday, or for an employee working in an overtime situation on a holiday which was not the employee's regularly scheduled shift (normal day off, accrued holiday and vacation time are considered regular shift hours), the employee shall receive two (2) times their regular hourly rate of pay, however the employee shall receive no additional time off for the overtime worked.

Upon permission of the Chief of Police, holiday compensatory time may be utilized after it is earned (i.e., compensatory time off cannot be taken in advance of the holiday). Members of the Police Department may accrue up to a maximum 200 hours of holiday compensation time off. Police officers with over 300 accrued hours on December 31, 1996, may elect to freeze such total hours as their maximum accrued time. Thereafter, accrued holiday compensation time off in excess of 200 hours will be determined as of December 31st of each year and paid to the employee with the second payroll date in January of the following year at the wage rate in effect on December 31st. All officers shall be able to utilize accrued holiday hours as compensated sick time or vacation time subject to the approval of the Chief of Police.

Excess hours shall not be considered as overtime worked where such excess hours result from normal periodic shift changes or assigned training where the employee is not required to report for their regularly assigned shift on the day of said training. Nor shall excess hours be considered as overtime worked where the employee reports early for shift preparation. No claim for overtime shall be made when an employee is out of the Village for training or other purposes except for time actually spent attending such training or performing actual work on behalf of the Village. However, this section shall not be used to deprive an employee of his/her regular hours of pay for his/her assigned shift for the day in the event such training is for a period of less than the hours in the employee's regular assigned shift as long as the time is spent commuting. The employee is expected to return to work if there is time left between the end of the training session, the commute, and the end of the employee's shift unless otherwise directed by the Chief of Police.

If the employee is required to make an appearance in court at the request of the Prosecutor or a supervisor of the Silver Lake Police Department outside the officer's regular shift and not directly before or after the officer's regular shift, the employee shall receive up to three (3) hours overtime pay or overtime for actual hours spent in court, whichever is greater. Otherwise, for such appearances outside the regular shift, the employee shall receive regular straight overtime as otherwise provided by law. Part-time law enforcement officers shall be compensated a minimum of four (4) hours straight time for court appearances or for the actual time spent in court, whichever is greater.

Intermittent part-time law enforcement personnel shall receive compensation at one and one-half (1-1/2) times their regular rate of pay for time worked on Christmas Day, Thanksgiving Day, Labor Day, Easter Sunday, Memorial Day, and the Fourth of July.

(k). Training and Schooling: Any employee sent to a school either by requirement or at the request of the Department Head or supervisor will receive compensation at his/her hourly rate of pay and the cost of attendance shall be paid by the Village. Any employee who attends a job-related school of his/her own free will and time, and with the prior approval of the Department Head and Mayor, will have his/her fees paid by the Village. However, courses taken for undergraduate or graduate college credit will not be reimbursed.

**SECTION 2.** That the invalidity of any section of this Ordinance shall not invalidate or impair the force or

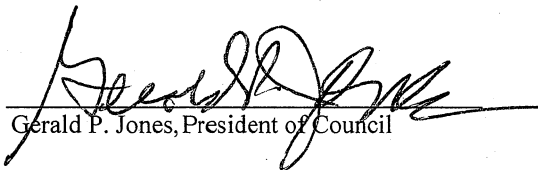
effect of any other section hereof.

**SECTION 3.** That any and all ordinances and resolutions or portions of ordinances and resolutions inconsistent herewith be, and the same are hereby, repealed, but any portions of said ordinances and resolutions which are not inconsistent herewith and which have not previously been repealed are hereby ratified and confirmed.

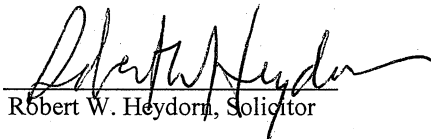
**SECTION 4.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

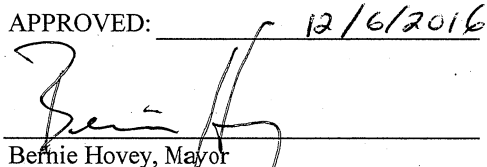
**SECTION 5.** That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, convenience, and welfare of the Village of Silver Lake and the inhabitants thereof, for the reason that it is immediately necessary to provide for future increases in salaries to maintain competent personnel, and provided it receives the necessary affirmative votes as required by Village Charter, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force at the earliest period allowed by law.

PASSED: 12/5/2016

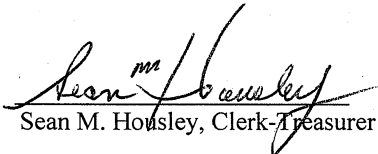
  
Gerald P. Jones, President of Council

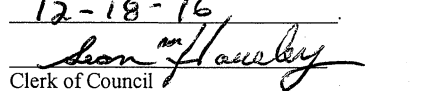
APPROVED AS TO FORM:

  
Robert W. Heydorn, Solicitor

APPROVED: 12/6/2016  
  
Bernie Hovey, Mayor

ATTEST:

  
Sean M. Housley, Clerk-Treasurer

Silver Lake, Ohio 12-8-16  
I, hereby certify that Resolution or Ordinance No. 84-2016 was published by title or in full in the local newspaper, or designated by Council resolution on the date or dates of 12-18-16  
  
Clerk of Council