

ORDINANCE NO.: 2018-68

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.

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.: **2018-68** is hereby amended and reenacted in full to read as follows:

(a.) 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 (d), (e), (f), and (g) which follow. Additionally, employees addressed in such sections shall be entitled to a Cost Of Living Adjustment (COLA) on January 1 of each year, calculated by the Treasurer based on the compensation of the employee as it exists on the immediately preceding December 31. Such COLA will use the previous year's Social Security COLA as a minimum and all steps adjusted accordingly.

Step 1 shall be occupied by all new employees unless placed in accordance with (c) 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, shall advance Step 1-2, Step 2-3, Step 3-4, Step 4-5, Step 5-6, Step 6-7, and so on, upon recommendation of their supervisor and approval of the Mayor.

In all cases, a change in salary or wages shall take effect on the employee's anniversary date, except that the changes in this ordinance shall take effect January 1, 2019.

(b.) Employees who have topped out in steps are eligible for a .5% longevity increases, on their anniversary date, based upon recommendation by the Mayor.

(c.) Upon approval of Council, by resolution, a new full-time employee may be placed in Steps 2-10 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.

(d). Clerk-Treasurer

Clerk-Treasurer							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	64,302.99	66,231.98	68,219.01	70,266.14	72,374.22	74,545.12	76,781.12
Bi-Weekly	2,473.19	2,547.38	2,623.81	2,702.54	2,783.62	2,867.12	2,953.12
Hourly	30.9149	31.8423	32.7976	33.7818	34.7953	35.8390	36.9140

(e). Administrative Office

Administrative Assistant							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	43,234.67	44,531.71	45,867.66	47,243.69	48,661.00	50,120.83	51,624.46
Bi-Weekly	1,662.87	1,712.76	1,764.14	1,817.07	1,871.58	1,927.72	1,985.56
Hourly	20.7859	21.4095	22.0518	22.7134	23.3948	24.0965	24.8195
	Step 8						
Annual	53,173.19						
Bi-Weekly	2,045.12						
Hourly	25.5640						

Secretary-Bookkeeper						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	35,041.97	36,794.07	38,633.77	40,565.46	41,782.42	42,826.98
Bi-Weekly	1,347.77	1,415.16	1,485.91	1,560.21	1,607.02	1,647.19
Hourly	16.8471	17.6895	18.5739	19.5026	20.0878	20.5899
	Step 7	Step 8	Step 9	Step 10		
Annual	43,683.52	44,557.20	45,448.34	46,357.31		
Bi-Weekly	1,680.14	1,713.74	1,748.01	1,782.97		
Hourly	21.0018	21.4218	21.8501	22.2871		

The persons in positions in Section (e) 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.

(f). Police Department

Chief							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	64,302.99	66,231.98	68,219.01	70,266.14	72,374.22	74,545.12	76,781.12
Bi-Weekly	2,473.19	2,547.38	2,623.81	2,702.54	2,783.62	2,867.12	2,953.12
Hourly	30.9149	31.8423	32.7976	33.7818	34.7953	35.8390	36.9140

Lieutenant							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	51,092.26	53,135.95	55,261.39	56,919.23	58,626.81	60,385.61	62,197.18
Bi-Weekly	1,965.09	2,043.69	2,125.44	2,189.20	2,254.88	2,322.52	2,392.20
Hourly	24.5636	25.5461	26.5680	27.3650	28.1860	29.0315	29.9025
	Step 8						
Annual	64,063.09						
Bi-Weekly	2,463.97						
Hourly	30.7996						

Patrol Officer						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	42,340.06	44,457.06	46,679.92	49,013.91	50,484.33	51,746.44
Bi-Weekly	1,628.46	1,709.89	1,795.38	1,885.15	1,941.70	1,990.25
Hourly	20.3558	21.3736	22.4423	23.5644	24.2713	24.8781
	Step 7	Step 8	Step 9	Step 10		
Annual	52,781.37	53,836.99	54,913.73	56,012.01		
Bi-Weekly	2,030.05	2,070.65	2,112.07	2,154.31		
Hourly	25.3756	25.8831	26.4009	26.9289		

Police Secretary						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	30,018.14	31,519.05	33,095.00	34,749.75	35,792.24	36,866.01
Bi-Weekly	1,154.54	1,212.27	1,272.88	1,336.53	1,376.62	1,417.92
Hourly	14.4318	15.1534	15.9110	16.7066	17.2078	17.7240
	Step 7	Step 8	Step 9	Step 10		
Annual	37,603.33	38,355.40	39,122.50	39,904.95		
Bi-Weekly	1,446.28	1,475.21	1,504.71	1,534.81		
Hourly	18.0785	18.4401	18.8089	19.1851		

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, 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 February 1st of each calendar year.

Any part time police officer shall receive a uniform allowance once a year for a total of \$300 payable on or around February 1st of each calendar year.

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

(g). Service Department

Service Director							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	64,302.99	66,231.98	68,219.01	70,266.14	72,374.22	74,545.12	76,781.12
Bi-Weekly	2,473.19	2,547.38	2,623.81	2,702.54	2,783.62	2,867.12	2,953.12
Hourly	30.9149	31.8423	32.7976	33.7818	34.7953	35.8390	36.9140

Asst. Director							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	46,023.12	47,864.04	49,778.61	51,271.96	52,810.12	54,394.43	56,026.26
Bi-Weekly	1,770.12	1,840.92	1,914.56	1,972.00	2,031.16	2,092.09	2,154.86
Hourly	22.1265	23.0115	23.9320	24.6500	25.3895	26.1511	26.9358

	Step 8
Annual	57,707.05
Bi-Weekly	2,219.50
Hourly	27.7438

Service Worker II / Mechanic						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	43,233.01	45,394.66	47,664.39	49,094.33	50,567.16	51,325.66
Bi-Weekly	1,662.81	1,745.95	1,833.25	1,888.24	1,944.89	1,974.06
Hourly	20.7851	21.8244	22.9156	23.6030	24.3111	24.6758

	Step 7	Step 8	Step 9	Step 10
Annual	52,095.55	52,876.98	53,405.75	53,939.81
Bi-Weekly	2,003.67	2,033.73	2,054.07	2,074.61
Hourly	25.0459	25.4216	25.6759	25.9326

Service Worker						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	37,900.41	39,795.43	41,785.20	43,874.46	45,190.70	46,320.46
Bi-Weekly	1,457.71	1,530.59	1,607.12	1,687.48	1,738.10	1,781.56
Hourly	18.2214	19.1324	20.0890	21.0935	21.7263	22.2695
	Step 7	Step 8	Step 9	Step 10		
Annual	47,246.87	48,191.81	49,155.65	49,892.98		
Bi-Weekly	1,817.19	1,853.53	1,890.60	1,918.96		
Hourly	22.7149	23.1691	23.6325	23.9870		

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.

(h). 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, within a range from \$10 to \$15 hourly, as determined by the Mayor based on years of service, skill level, and COLA increases.

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 \$10 to \$12 hourly, as determined by the Mayor based on years of service, skill level, and COLA increases.

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

(i). 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.

(j). 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 this salary ordinance shall be brought before Council as Ordinance No. 1. annually at the organizational meeting.

SECTION 3. That the invalidity of any section of this Ordinance shall not invalidate or impair the force or effect of any other section hereof.

SECTION 4. 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 5. 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 6. 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: 11-19-18

APPROVED AS TO FORM:

Robert W. Heydon, Solicitor

ATTEST:

Sean M. Housley, Clerk-Treasurer

Gerald P. Jones, President of Council

APPROVED: 11-20-18

Bernie Hovey, Mayor