

VILLAGE OF SILVER LAKE  
INTRODUCED BY: The Administration

AN ORDINANCE AMENDING THE SALARY ORDINANCE OF THE VILLAGE OF SILVER LAKE, OHIO, 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.: 2020-55 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. Effective January 1, 2022, 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 Social Security Administration's 5.9 percent benefit increase for 2022 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, Step changes shall take effect on the employee's anniversary date, except that the COLA adjustment shall take effect on January 1, 2022. On the employee's anniversary date, the COLA effective January 2022, is incorporated in the Step change.

(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. An existing full-time employee may advance in steps at any time in the same manner and upon resolution of Council, if he/she currently demonstrates knowledge and skills in the performance of his/her position which are commensurate with the performance of her/her position at advanced levels, justifying advanced steps.

(d). Clerk-Treasurer

Clerk-Treasurer	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	70,085.84	72,188.31	74,354.03	76,585.26	78,882.93	81,249.06	83,686.14
Bi-Weekly	2,695.61	2,776.47	2,859.77	2,945.59	3,033.96	3,124.96	3,218.70
Hourly	33.6951	34.7059	35.7471	36.8199	37.9245	39.0620	40.2338

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**(e). Administrative Office**

Administrative Assistant							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	47,122.82	48,536.50	49,992.60	51,492.38	53,037.15	54,628.26	56,267.11
Bi-Weekly	1,812.42	1,866.79	1,922.79	1,980.48	2,039.89	2,101.09	2,164.12
Hourly	22.6553	23.3349	24.0349	24.7560	25.4986	26.2636	27.0515
	Step 8						
Annual	57,955.12						
Bi-Weekly	2,229.04						
Hourly	27.8630						

Secretary-Bookkeeper						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	40,103.01	42,108.16	44,213.56	45,539.97	46,678.47	47,612.04
Bi-Weekly	1,542.42	1,619.54	1,700.52	1,751.54	1,795.33	1,831.23
Hourly	19.2803	20.2443	21.2565	21.8943	22.4416	22.8904
	Step 7	Step 8	Step 9	Step 10		
Annual	48,564.28	49,535.57	50,526.28	51,536.80		
Bi-Weekly	1,867.86	1,905.21	1,943.32	1,982.18		
Hourly	23.3483	23.8151	24.2915	24.7773		

Administrative Services Clerk						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	35,455.53	37,228.31	39,089.72	41,044.21	42,275.53	43,332.42
Bi-Weekly	1,363.67	1,431.86	1,503.45	1,578.62	1,625.98	1,666.63
Hourly	17.0459	17.8983	18.7931	19.7328	20.3248	20.8329
	Step 7	Step 8	Step 9	Step 10		
Annual	44,199.07	45,083.05	45,984.71	46,904.41		
Bi-Weekly	1,699.96	1,733.96	1,768.64	1,804.02		
Hourly	21.2495	21.6745	22.1080	22.5503		

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	70,085.84	72,188.31	74,354.03	76,585.26	78,882.93	81,249.06	83,686.14
Bi-Weekly	2,695.61	2,776.47	2,859.77	2,945.59	3,033.96	3,124.96	3,218.70
Hourly	33.6951	34.7059	35.7471	36.8199	37.9245	39.0620	40.2338

Lieutenant							
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	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	55,687.05	57,914.53	60,231.12	62,038.05	63,899.19	65,816.17	67,790.65
Bi-Weekly	2,141.81	2,227.48	2,316.58	2,386.08	2,457.66	2,531.39	2,607.33
Hourly	26.7726	27.8435	28.9573	29.8260	30.7208	31.6424	32.5916
	Step 8						
Annual	69,824.37						
Bi-Weekly	2,685.55						
Hourly	33.5694						

<b>Patrol Officer</b>							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Annual	46,147.76	48,455.14	50,877.90	53,421.80	55,024.45	56,400.06	
Bi-Weekly	1,774.91	1,863.66	1,956.84	2,054.68	2,116.32	2,169.23	
Hourly	22.1864	23.2958	24.4605	25.6835	26.4540	27.1154	
	Step 7	Step 8	Step 9	Step 10			
Annual	57,528.06	58,678.62	59,852.20	61,049.24			
Bi-Weekly	2,212.62	2,256.87	2,302.01	2,348.05			
Hourly	27.6578	28.2109	28.7751	29.3506			

<b>Police Administrative Assistant</b>							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Annual	35,455.53	37,228.31	39,089.72	41,044.21	42,275.53	43,332.42	
Bi-Weekly	1,363.67	1,431.86	1,503.45	1,578.62	1,625.98	1,666.63	
Hourly	17.0459	17.8983	18.7931	19.7328	20.3248	20.8329	
	Step 7	Step 8	Step 9	Step 10			
Annual	44,199.07	45,083.05	45,984.71	46,904.41			
Bi-Weekly	1,699.96	1,733.96	1,768.64	1,804.02			
Hourly	21.2495	21.6745	22.1080	22.5503			

Intermittent part-time patrol officers as defined in section 139.01(c) of the code 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.

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.

That the Police Chief and any full-time police officer shall receive a uniform allowance once a year for a total of \$900 payable on the last pay day of the year.

Payment of the uniform allowance shall be based on the officer working the full previous 12 months

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(January through December).

Full-time officers terminating employment as police officers with the Village shall be paid at the time of termination a proportional amount of \$900 based on the number of months employed as a Village police officer after January 1st. No credit for the final month of service shall be provided unless said employee works through the 15th day of the final month.

Any part-time police officer shall be paid for uniform expenditures in the same manner as a full-time officers but their yearly payment shall not exceed \$450.

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	70,085.84	72,188.31	74,354.03	76,585.26	78,882.93	81,249.06	83,686.14
Bi-Weekly	2,695.61	2,776.47	2,859.77	2,945.59	3,033.96	3,124.96	3,218.70
Hourly	33.6951	34.7059	35.7471	36.8199	37.9245	39.0620	40.2338

Asst. Director							
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Annual	52,924.54	55,041.53	57,243.19	58,960.48	60,729.30	62,551.18	64,427.71
Bi-Weekly	2,035.56	2,116.98	2,201.66	2,267.71	2,335.74	2,405.81	2,477.99
Hourly	25.4445	26.4623	27.5208	28.3464	29.1968	30.0726	30.9749

	Step 8
Annual	66,360.54
Bi-Weekly	2,552.33
Hourly	31.9041

Service Worker II / Mechanic						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	47,121.01	49,477.06	51,950.91	53,509.44	55,114.72	55,941.44
Bi-Weekly	1,812.35	1,902.96	1,998.11	2,058.06	2,119.80	2,151.59
Hourly	22.6544	23.7870	24.9764	25.7258	26.4975	26.8949

	Step 7	Step 8	Step 9	Step 10
Annual	56,780.57	57,632.27	58,208.60	58,790.68
Bi-Weekly	2,183.87	2,216.63	2,238.79	2,261.18
Hourly	27.2984	27.7079	27.9849	28.2648

Service Worker						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Annual	41,308.84	43,374.28	45,543.00	47,820.15	49,254.75	50,486.12
Bi-Weekly	1,588.80	1,668.24	1,751.65	1,839.24	1,894.41	1,941.77
Hourly	19.8600	20.8530	21.8956	22.9905	23.6801	24.2721

	Step 7	Step 8	Step 9	Step 10
Annual	51,495.84	52,525.76	53,576.28	54,379.92
Bi-Weekly	1,980.61	2,020.22	2,060.63	2,091.54
Hourly	24.7576	25.2528	25.7579	26.1443

Service Department workers (except the Service Director) who have achieved certification for Water Distribution

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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 the 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 \$250 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 for purposes of this salary ordinance 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 \$12.25 to \$17.50 hourly, as determined by the Mayor based on years of service, skill level, and COLA increases.

**Seasonal employees** are defined herein as defined in section 139.01(d) of the Code.

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 \$13.00 to \$15.00 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

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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

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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 annually at the last Council meeting of the year.

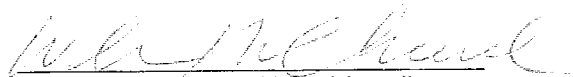
**SECTION 3.** That the invalidity of any section of this Ordinance shall not invalidate or impair the force or effect of any other section hereof.

**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.

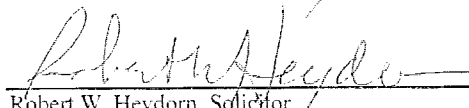
PASSED: 12-6-11

  
William M. Church, President of Council

APPROVED: 12-7-11

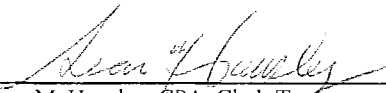
  
Bernie Hovey, Mayor

APPROVED AS TO FORM:

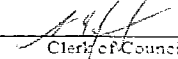
  
Robert W. Heydorn, Solicitor

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ATTEST:

  
Sean M. Housley, CPA, Clerk-Treasurer

Silver Lake, Ohio 12-7-21  
I hereby certify that Resolution or Ordinance  
No. 67-2021 was published by title or  
in full in the local newspaper, or designated  
by Council resolution on the date or dates of  
12-12-21

  
Clerk of Council