

CITY OF STRONGSVILLE, OHIO

ORDINANCE NO. 2014 – 220

By: Mayor Perciak and All Members of Council

**AN ORDINANCE AMENDING THE GENERAL SALARY ORDINANCE TO AMEND ARTICLE 5, POSITION PLAN, IN ORDER TO ESTABLISH, ALLOCATE AND FIX THE COMPENSATION OF THE POSITION OF AQUATICS/ POOL ASSISTANT MANAGER; TO AMEND SECTIONS 6-003, 9-003, 9-004, 9-006, 9-007, 9-008, 9-009, AND 9-010 IN ORDER TO ADJUST CERTAIN PROVISIONS CONCERNING SALARY AND HOURLY PAY RANGE SCHEDULES; TO FIX THE COMPENSATION OF CERTAIN SALARIED AND HOURLY EMPLOYEES; AND REPEALING ALL OTHER ORDINANCES IN CONFLICT HERewith; AND DECLARING AN EMERGENCY.**

WHEREAS, this Council has determined to establish, allocate and fix the compensation of Aquatics/Pool Assistant Manager; amend certain provisions concerning salary and hourly pay range schedules; increase the compensation of certain elected and appointed officials; increase the compensation of certain full-time employees by 2.25%; and increase the compensation of certain hourly part-time employees, in accordance with State law, all effective January 1, 2015.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STRONGSVILLE, COUNTY OF CUYAHOGA, AND STATE OF OHIO:

**Section 1.** That the General Salary Ordinance be and is hereby amended in order that it shall read in its entirety as follows:

**ARTICLE 1**  
**General Provisions**

**1-001 SHORT TITLE.**

This Ordinance shall be known as "The General Salary Ordinance".

**1-002 PERSONNEL PLAN.**

This Ordinance, the position specifications developed pursuant to Article 3, and Administrative Rules and Regulations prescribed by the Mayor shall constitute the Personnel Plan which, together with the Rules and Regulations of the Civil Service Commission and duly authorized collective bargaining agreements in full force and effect, shall govern the personnel management functions of the City.

The Personnel Plan may be separately bound in bulk form under that Title for convenience in administration.

**ARTICLE 2**  
**Definitions**

As used in, or in conjunction with, this General Salary Ordinance, unless otherwise specified herein or in the Codified Ordinances of the City or the context otherwise requires, the following words and phrases shall mean:

*Abolishment* - an action taken resulting in the elimination of a particular job or position.

*Active Service* - being present and able to perform the duties to which an employee of the City has been assigned and actually performing such duties.

*Appointing Authority* - an individual, officer, commissioner, agency, board, or body having the authority to appoint or remove a person from a position in the service of the City according to provisions contained in the law.

*Appointment* - the designation of a person to become an employee in a position, and his/her induction into employment in such position according to law.

*Calendar Month* - from the first day to and including the last day of any one of the twelve calendar months.

*Calendar Week* - seven consecutive calendar days, starting at 12:01 a.m. on Sunday and ending at Midnight the following Saturday.

*Continuous Service* - service in a position with the City without any interruption after an appointment or reinstatement. Continuous service shall not be deemed to be interrupted by absence on authorized and approved sick leave or other authorized and approved leave, provided the employee returns to active employment with the City on or before the expiration of such leave.

*Demotion* - the change of an employee from a position in one pay range to a position in a different pay range having a lower maximum rate of pay.

*Downgrading* - the opposite of upgrading. An action taken by the Council causing a position to be reassigned from one pay range to a different pay range having a lower maximum rate of pay; or to a lower rate of pay if single rates are used to compensate workers.

*Employee* - means any incumbent of a position.

*Intermittent Employment* - an irregular work schedule that cannot be accurately predicted beyond the immediate future.

*Officer* - elected officials, department heads, and members of boards and commissions who receive their authority from provisions of the law.

*Original Appointment* - initial appointment of a person to a position in the municipal service, or appointment after service has been interrupted by resignation, retirement or discharge.

*Overtime* - time at work which has been authorized by a competent authority during which an employee is on duty or on authorized vacation leave, holiday leave, personal leave, or serving jury duty, working for the City in excess of the standard work week of forty (40) hours, except in the Division of Fire.

*Paid Status* - time in a position for which compensation is due for actual work performed plus time away from work for an authorized leave for which compensation is due.

*Pay Period* - that period of time for which an employee regularly receives compensation.

*Pay Range* - a division of a pay schedule, or compensation plan having a minimum rate, a maximum rate, and one or more intermediate steps.

*Position* - any office, employment, or job, calling for the performance of specific duties, and the exercise of specific responsibilities as determined by competent authority.

*Probationary Period* - an established period of time after appointment during which an employee is required to demonstrate his/her ability to perform the duties of a position to which the employee has been appointed in order to retain appointment to such position.

*Promotion* - the change of an employee from a position in one pay range to a position in a different pay range having a higher maximum rate of pay.

*Regular Full-time* - means an employee who is employed on a regular and continuing basis and for whom there is a reasonable expectancy that such employment will

continue in excess of six (6) months and, excluding overtime, is in employment 1,560 or more hours per calendar year or an average of 35 or more hours per week.

*Regular Part-time* - means an employee who is employed on a regular and continuing basis and for whom there is a reasonable expectancy that such employment will continue in excess of six (6) months and, excluding overtime, is in employment less than 1,560 hours per calendar year.

*Reinstatement* - the return of a person to a position in the same position from which he/she resigned, or to a position in a lower pay range in the same occupational group providing such action is approved by the appointing authority within one year from the date of resignation.

*Resignation* - the voluntary termination of employment by an employee.

*Seasonal* – means an employee who is employed on a regular or part-time basis but limited to a specific season or per the stipulations of an applicable collective bargaining agreement.

*Scheduled Working Time* - regularly scheduled working time assigned by the appointing authority or an authorized designee.

*Temporary Appointment* - the appointment of a person selected by the appointing authority (without regard to the existence of an eligible list if the appointment is in the classified service) for a period not to exceed ninety (90) work days.

*Upgrading* - the opposite of downgrading. An action taken by Council raising a position to a higher rate or a range of pay by amending the General Salary Ordinance. Upgrading does not constitute a promotion.

*Workday* - a workday consists of a regularly scheduled work period assigned by the appointing authority in any twenty-four (24) hour period, except as otherwise specifically provided by ordinance.

*Workweek* - a regularly recurring period of seven (7) twenty-four (24) hour days consisting of five (5) workdays and two (2) days off, except as specifically otherwise provided by ordinance.

### ARTICLE 3

#### Development and Maintenance of Position Plan

##### Article

##### No.

##### Title

3-001

Objectives.

3-003

Composition of the Position Plan.

3-005

Position Specifications.

3-007

Use of the Plan.

3-009 Maintenance of the Plan.  
3-011 Amendments to Position Plan.

---

### **3-001 OBJECTIVES.**

The development of the employee position plan is for the purposes of establishing descriptive guides for positions in the City service; and, except where otherwise provided by a duly authorized collective bargaining agreement in full force and effect, to allocate positions to ranges of pay which are equitable in relation to all positions under the plan, and to otherwise allow for and promote an orderly and efficient administration of the personnel matters of the City.

It is not the purpose of this Ordinance or the establishment of the positions therein to determine the practicability of appointment or promotion to a position through competitive examination, or to otherwise regulate matters within the jurisdiction of the Civil Service Commission. The employee position plan shall include (a) the position schedule set forth in Article 5 of this Ordinance and (b) a complete inventory of all positions in the City service and accurate descriptions and specifications for each. In the plan, position titles shall be standardized and each of them shall be indicative of a definite range of duties and responsibilities and shall have the same meanings throughout the City service. Positions in the city service shall be reviewed to determine those which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be compensated equitably within the same range of pay under similar working conditions.

### **3-003 COMPOSITION OF THE POSITION PLAN.**

The position plan shall consist of:

(a) Position titles, descriptive of the work of the position, which will identify each position, and which may be designated by a numerical code.

(b) Written specifications for each position containing a description of the nature of work and relative responsibility; illustrative examples of work performed in the position; requirements in terms of knowledge, abilities, the type of experience and training generally providing these knowledge, abilities, and skills.

(c) A list showing the pay range to which each position in the City service is allocated, set forth in Article 5, except where otherwise provided by collective bargaining agreement.

### **3-005 POSITION SPECIFICATIONS.**

The specifications of the positions in the employee position plan and their various parts shall be used as a guide and have the following force and effect:

(a) The specifications are descriptive and not restrictive. They shall not be construed as declaring to any extent, or in any way, what the minimum or maximum duties or responsibilities of any position shall be, or as limiting or in any way modifying the power of any appointing authority or administrative officer to assign, direct and control the work of employees under his supervision. The use of a particular expression or illustration shall not be held to exclude others not mentioned that are of similar kind or quality.

(b) The written position specifications shall be on file with the Human Resources Director to serve as a manual of position specifications for convenience in administering the compensation plan and other personnel matters in the City.

### **3-007 USE OF THE PLAN.**

The employee position plan may be used:

- (a) In preparing public announcements of examinations or vacancies;
- (b) As a guide in preparing examinations which may be used to appraise the qualifications of applicants for work in specific positions.
- (c) In determining promotional sequence and developing employee training programs.
- (d) In determining compensation to be paid for various types of work and establishing and maintaining an equitable compensation plan.
- (e) In determining personal service items in the budgets for the various organizational units of the City government.
- (f) In providing uniform job terminology.
- (g) In establishing appropriate employment lists from which personnel may be certified to fill vacancies.

### **3-009 MAINTENANCE OF THE PLAN.**

The directors of the various departments, together with the Mayor, shall be responsible for the proper maintenance of the employee position plan so that it will reflect continuously the duties currently being performed by each employee in the City and the pay range to which the position is allocated. Each director shall propose to the Mayor necessary amendments to the employee position plan, including additions, revisions, deletions, and changes in position specifications, as follows:

(a) *Allocation of new positions.* The director of a department shall, within sixty days of the creation of a new position in his department, complete or approve a written position description covering the duties and responsibilities of such position, to be forwarded to the office of the Mayor. The Mayor, subject to the approval of Council, shall allocate the position to one of the pay ranges in the compensation plan. If a pay range does not exist, he shall recommend the establishment of a new one and after the adoption of the new position pay range by Council, he shall allocate the position to it.

(b) Changes in the duties and responsibilities of a position involving either the addition, reduction or modification of assignments shall be reported to the Mayor by the director of the department concerned if the changes are determined to be permanent and are sufficiently significant to justify reallocation to a different pay range, the Mayor, with the approval of Council, shall assign the position to the pay range which is appropriate under the modified circumstances.

(c) The director of each department shall periodically review, or cause to be reviewed, the positions and shall audit duties and responsibilities for each change in the position specifications as required and shall recommend to the Mayor such changes as are necessary to keep the employee position plan up to date.

(d) The Mayor may require departments or employees to submit position descriptions on a periodic basis, or any time he has reason to believe there has been a change in the duties and responsibilities of any position. The Mayor may direct the

review of all positions in the City service at least once every five years on a cyclical basis.

(e) The assignment of duties to a position, whether the duties are temporary or permanent, incidental or essential, the location of work, the type of equipment and tools to be used, and the scheduling of shift assignments, shall be wholly the responsibility of the director and the Police or Fire Chief in the case of those divisions. The position plan shall in no way operate or be construed to operate to limit or interfere with his or her responsibility for the assignment of duties.

### **3-011 AMENDMENTS TO POSITION PLAN.**

The establishment of a new position or the abolishment of a current position shall be made by amendment to Article 5. When a filled position is reallocated, the action shall be administered as though the original position was abolished and a new position with a different pay range allocation established.

## **ARTICLE 4**

### **Development and Maintenance of Compensation Plan**

<b>Article No.</b>	<b>Title</b>
4-001	Applicability and Composition of the Compensation Plan.
4-003	Development and Maintenance of Compensation Ranges.
4-005	Appointment Rate.
4-007	Within-Range Pay Adjustments.
4-009	Pay Rates in Transfer, Promotion, or Demotion.
4-011	Reinstated Employees.
4-013	Permitting Overrun or Underrun on Salaries as Required for Computer Payroll Methods.

---

### **4-001 APPLICABILITY AND COMPOSITION OF THE COMPENSATION PLAN.**

The provisions of the Compensation Plan shall be applicable only to those officers and employees of the City who are not beneficiaries of collective bargaining agreements executed by the City and the various bargaining units, except for Section 4-013 of this Article, which shall apply to all officers and employees.

The Compensation Plan shall consist of and include this Article 4, the pay range allocations of Article 5 and the basic compensation schedules set forth in Articles 6 and 9.

### **4-003 DEVELOPMENT AND MAINTENANCE OF COMPENSATION RANGES.**

The compensation range or rate for each position shall be determined by Council with due regard for ranges and rates of pay of other positions, relative difficulty and responsibility of position in each range or rate of pay, availability of employees in particular occupational categories, prevailing rates of compensation for similar employment in private establishments in the Strongsville area and the municipal service of other public jurisdictions in the general area, cost-of-living factors, the financial policies and the financial position of the City, and other economic considerations.

The Mayor may make comparative studies of factors affecting the level of ranges and rates of compensation as often as necessary, and shall submit his recommendations to the City Council for its action.

#### **4-005 APPOINTMENT RATE.**

Where a pay range is established for a position, the minimum rate established for that position shall be paid upon appointment, except that appointment rates above or below the minimum rate may be authorized by the Mayor upon the request of the director of a department.

(a) *Appointments Above the Minimum Rate.* Appointments above the minimum rate may be authorized based upon exceptional qualifications and experience of the appointee or inability to employ eligible candidates at the minimum rate.

(b) *Appointments Below the Minimum Rate.* Appointments below the minimum rate may be authorized where the candidate possesses less than the minimum acceptable qualifications for a position. Such an appointment shall be made on a trainee basis.

#### **4-007 WITHIN-RANGE PAY ADJUSTMENTS.**

Pay adjustments within an established range or rate of pay shall be administered in accordance with the subsequent Articles of this Ordinance applicable to the particular position.

#### **4-009 PAY RATES IN TRANSFER, PROMOTION, OR DEMOTION.**

If an employee is transferred, promoted, or demoted, upon the recommendation of the director and approval of the Mayor, the employee's pay for the new position shall be determined as follows:

(a) If the employee's rate of pay in the former position is less than the minimum rate established for the new position, such employee's rate of pay shall be advanced to at least the minimum for the new position.

(b) If the employee's rate of pay in the former position is more than the maximum rate established for the new position, such employee's rate of pay shall be reduced to the maximum rate or an intermediate step of the new pay range.

(c) If the employee's rate of pay in the former position falls within the range of pay of the new position, such employee's rate of pay shall remain the same or be increased in the case of transfer; and shall be increased at least 5 per cent (5%) in the case of a promotion; and shall remain the same or lowered in case of demotion.

#### **4-011 REINSTATED EMPLOYEES.**

(a) A person seeking employment with the City who was previously employed by the City in any capacity during the immediately preceding twelve-month period shall, if rehired, be considered a reinstated employee for the purposes of this Article, upon such re-employment.

(b) Reinstated employees whose previous employment with the City was terminated may be reinstated at a compensation rate within the pay range for the position to which the employee is reinstated as determined by the director of the department in which such employee is reinstated, subject to the approval of the Mayor, without regard to the compensation rate previously received.



(c) This Article does not apply to employees absent from their positions on authorized leaves of absence.

#### **4-013 PERMITTING OVERRUN OR UNDERRUN ON SALARIES AS REQUIRED FOR COMPUTER PAYROLL METHODS.**

In order to facilitate the handling of entries for computer payroll methods and to eliminate the necessity for adjustments of overruns or underruns which may occur through this method; and to take care of overruns or underruns resulting from bi-weekly pay periods, the Director of Finance is authorized to adjust and pay overruns and underruns not to exceed \$10.00 per salaried employee per year.

### **ARTICLE 5 Position Plan**

#### **Article**

#### **No.**

#### **Title**

5-001

Schedule of Positions and Pay Range Allocations.

5-005 thru 355

Position and Allocation Schedule.

---

#### **5-001 SCHEDULE OF POSITIONS AND PAY RANGE ALLOCATIONS.**

The meanings of the position titles used herein are as defined by specifications contained in the Position Plan, of which an official copy shall be maintained in the offices of the Director of Finance and/or Human Resources Director, and be available to all concerned persons during regular business hours.

#### **5-005 thru 5-355 POSITION AND ALLOCATION SCHEDULE**

#### **Ord.**

#### **Sec.No.**

#### **Pay Range Allocations**

#### **FINANCE**

5-005 Accounting Assistant II

10

5-006 Accountant

11

5-007 Accounting Supervisor

12

5-010 Assistant Director of Finance

14

5-011 Supervisor of Budget & Management

17

5-015 Director of Finance

18

#### **GENERAL ADMINISTRATION**

5-023 Administrative Assistant

12

5-025 Clerical Assistant

5

5-030 Clerk of Mayor's Court

10

5-032 Program Coordinator

9

5-038 Benefits/Project Coordinator

8

5-039 Payroll/Personnel Supervisor

15

5-040 Receptionist

5

5-045 Casual and Temporary Laborer/Seasonal

1 through 5

**CITY OF STRONGSVILLE, OHIO**

**ORDINANCE NO. 2014 – 220**

**Page 10**

5-049 Secretary I	7
5-050 Secretary II	8
5-051 Secretary III	9
5-052 Boards & Commissions Secretary	9

**BUILDING**

5-055 Building Commissioner/ADA Coordinator (State Certified)	17
5-056 Assistant Building Commissioner (State Certified)	14
5-058 Assistant to the Building Commissioner (State Certified)	14
5-060 Building Inspector (State Certified)*	11
5-066 Building Inspector (Non-certified)*	8

\*NOTE: The pay range allocations for members of collective bargaining units in the pay range allocations 5-060 and 5-066 are established by collective bargaining agreement.

**COMMUNICATION & TECHNOLOGY**

5-070 Director of Communication & Technology	17
5-071 Assistant Director of Communication & Technology	14
5-073 Information Technologist	12

**DEPARTMENT OF ECONOMIC DEVELOPMENT**

5-075 Director of Economic Development	16
----------------------------------------	----

\*NOTE: Other positions in the Economic Development Department are established and allocated to pay ranges in Article 9 of the General Salary Ordinance.

**ENGINEERING**

5-080 City Engineer	17
5-083 Assistant City Engineer	13
5-084 Design Engineer	12
5-085 Engineering Technician	11
5-088 Engineering Inspector	10
5-089 Engineering Trainee	8

**HUMAN RESOURCES**

5-093 Human Resources Director	17
--------------------------------	----

**PUBLIC SAFETY**

***Administrative***

5-095 Public Safety Director	15
------------------------------	----

***Fire***

5-100 Firefighter*	
5-105 Firefighter-Paramedic*	
5-110 Fire Lieutenant*	
5-115 Fire Lieutenant-Paramedic*	

**CITY OF STRONGSVILLE, OHIO****ORDINANCE NO. 2014 – 220****Page 11**

5-117 Fire Captain*	
5-119 Assistant Fire Chief	15
5-120 Fire Chief	18

\*NOTE: The pay range allocations for members of collective bargaining units in the pay range allocations 5-100 through 5-117 are established by collective bargaining agreement.

**Police**

5-125 Police Officer*	See Article 8
5-130 Police Sergeant*	
5-135 Police Lieutenant*	
5-138 Assistant (Deputy) Chief	15
5-140 Police Chief	18

\*NOTE: The pay range allocations for members of collective bargaining units in the pay range allocations 5-125 through 5-135 are established by collective bargaining agreement.

**Other**

5-141 Clerk Dispatcher*	6 (part-time only)
5-142 Radio Dispatcher*	6 (part-time only)
5-143 Communications Supervisor/Violations Bureau Clerk	10
5-149 School Guard	See 9-008
5-150 Youth Programs Coordinator	7
5-151 Corrections Officer Coordinator*	<del>7</del>
5-152 Victims Witness Advocate	8
5-153 Corrections Officer*	<del>6</del>
5-154 Quartermaster	9
5-155 Maintenance Assistant**	8

\*NOTE: The pay range allocations for members of collective bargaining units in the pay range allocations 5-141, ~~through 5-142~~, **5-151 and 5-153** are established by collective bargaining agreement.

\*\*NOTE: This position is equivalent to the position 5-334 Maintenance Assistant in the Recreation Department.

**PUBLIC SERVICE****General Supervision, Labor & Trades**

5-160 Animal Control Officer*
5-163 Bus Driver*
5-169 Sewer Crew Leader*
5-171 Sewer Tech I*
5-175 Laborer*

**CITY OF STRONGSVILLE, OHIO****ORDINANCE NO. 2014 – 220****Page 12**

5-181 Sewer Tech II*	
5-182 Sewer Tech III*	
5-185 Public Service Director	18
5-186 Assistant Public Service Director	14
5-187 Service Supervisor	14
5-190 Service/Budgetary Assistant	12
5-195 Sexton*	
5-197 Sign Maker/Repairperson III*	
5-203 Tractor Trailer Driver*	
5-205 Utility Repairperson*	
5-210 Vehicle Maintenance <del>Supervisor</del> Crew Leader*	
5-215 Vehicle Mechanic I*	
5-220 Vehicle Mechanic II*	
5-225 Vehicle Operator I*	
5-230 Vehicle Operator II*	
5-235 Arborist I*	
5-236 Arborist II*	
5-237 Tree Care Technician*	
5-250 Coordinator of City Natural Resources	12
5-252 Groundskeeper	7

\*NOTE: The pay range allocations for members of collective bargaining units in the pay range allocations 5-160 through 5-182, 5-195 through 5-237 are established by collective bargaining agreement.

**LAW DEPARTMENT**

5-275 Law Director	18
5-280 Assistant Law Director (Civil)	14
5-282 Assistant Law Director (Criminal)	14
5-283 Staff Attorney	13
5-290 Legal Intern	6

**RECREATION\***

<b>5-314 Aquatics/Pool Assistant Manager</b>	<b>9</b>
5-315 Director of Recreation & Senior Services	15
5-317 Aquatics/Pool Manager	12
5-318 Recreation/Program Supervisor	11
5-319 Fitness Room Supervisor	10
5-320 Assistant Recreation Supervisor	7
5-322 Recreation Maintenance Foreman	11
5-323 Maintenance Assistant Part-Time	2
5-324 Recreation Marketing & Promotions Supervisor	11
5-325 Recreation Facility Manager	13
5-326 Parks and Outdoor Recreation Superintendent	13
5-327 Assistant Maintenance Foreman	9
5-328 Natatorium Maintenance Leader	9
5-329 Day Time Cleaning Crew Leader	7

5-330 Night Time Cleaning Crew Leader	7
5-331 Cleaning Assistant	7
5-334 Maintenance Assistant	8

\*NOTE: Other positions in the Recreation Department are established and allocated to pay ranges in Article 9 of the General Salary Ordinance.

#### SENIOR SERVICES

5-335 Senior Program Supervisor	10
5-345 Family Preservation Coordinator	9
5-350 Senior Support Staff	1 through 7
5-355 Senior Center Services Coordinator	13

\*NOTE: Other positions in the Senior Services Department are established and allocated to pay ranges in Article 9 of the General Salary Ordinance.

### ARTICLE 6 General Pay Plan

Article No.	Title
6-001	General Pay Ranges.
6-003	General Pay Range Schedules.
6-005	Within-Range Pay Adjustments.
6-007	Range Adjustments.

---

#### 6-001 GENERAL PAY RANGES.

(a) The following salary pay ranges (S) and hourly pay ranges (H) set forth in Article 6-003 are hereby established as the "General Pay Range Schedules" and are to be applied to the several positions included in Article 5 of this Ordinance, except as otherwise set forth in this Ordinance. Said ranges shall apply and shall be in effect until changed by Council.

(b) The annual salary rates set forth in Article 6-003 are based on forty (40) hours of paid status time in each work week, *as rounded to the nearest cent*, and such annual salary shall be divided by 2080 hours to obtain the equivalent hourly rate rounded to the nearest cent where hourly rates need to be determined and applied.

(c) Where a position is filled by an employee, who regularly works less than forty (40) hours per week the Mayor is authorized to establish the rate of compensation of the employee. The rate of compensation of such employee may be determined as follows: (1) an annual salary may be established based upon the multiple of the estimated hours to be worked times an hourly rate within the pay range for the position to which the employee is allocated; (2) an hourly rate of compensation may be set within the pay range established for the position to which the employee is allocated; (3) an annual salary may be established based upon the employee's regular work week, and the hourly rate for that salary established as the rate of compensation for time worked in excess of such regular work week, or (4) an annual salary may be



determined within the pay range by the Mayor based on the work entailed with the position.

(d) All employees shall be paid on an hourly or salaried basis as determined by the director, with the approval of the Mayor. Employees paid by the hour shall be paid only for hours in paid status. All employees whether paid on a salaried basis or paid by the hour, including elected officials and department heads, shall be paid by direct deposit on a bi-weekly basis.

(e) The minimum salary and hourly rates of a pay range shall be payable upon appointment for positions allocated to such pay range, except where modified pursuant to Article 4-005 of the General Salary Ordinance, and the maximum salary and hourly rate of a pay range shall be the highest salary or hourly rate payable for positions allocated to such pay range.

#### 6-003 GENERAL PAY RANGE SCHEDULES\*

##### GENERAL SALARY PAY RANGE SCHEDULE

<u>Level</u>	<u>Minimum</u>	<u>Maximum</u>
1S	\$17,269.20	\$25,498.72
2S	\$17,930.12	\$28,312.96
3S	\$19,102.72	\$31,510.96
4S	\$21,213.40	\$34,986.12
5S	\$23,601.24	\$38,887.68
6S	\$26,202.28	\$43,236.96
7S	\$29,123.12	\$47,991.32
8S	\$32,321.12	\$53,363.96
9S	\$36,265.32	\$59,269.60
10S	\$39,889.72	\$65,857.48
11S	\$44,345.60	\$73,127.60
12S	\$49,249.20	\$81,271.84
13S	\$55,026.92	\$90,290.20
14S	\$60,740.68	\$100,310.60
15S	\$67,563.08	\$111,439.64
16S	\$70,931.64	\$117,046.80
17S	\$78,031.20	\$132,120.04
18S	\$85,813.00	\$141,607.44

\* General Pay Range Schedules have been adjusted to include provision for the 27<sup>th</sup> pay occurring in 2015.

<u>Level</u>	<u>Minimum</u>	<u>Maximum</u>	<u>27th Pay Maximum</u>	<u>Maximum Adjusted for 27th Pay</u>
1S	\$17,657.76	\$26,072.44	\$1,002.79	\$27,075.23
2S	\$18,333.55	\$28,950.00	\$1,113.46	\$30,063.46
3S	\$19,532.53	\$32,219.96	\$1,239.23	\$33,459.19
4S	\$21,690.70	\$35,773.31	\$1,375.90	\$37,149.21
5S	\$24,132.27	\$39,762.65	\$1,529.33	\$41,291.98
6S	\$26,791.83	\$44,209.79	\$1,700.38	\$45,910.17
7S	\$29,778.39	\$49,071.12	\$1,887.35	\$50,958.47
8S	\$33,048.35	\$54,564.65	\$2,098.64	\$56,663.29
9S	\$37,081.29	\$60,603.17	\$2,330.89	\$62,934.06
10S	\$40,787.24	\$67,339.27	\$2,589.97	\$69,929.24
11S	\$45,343.38	\$74,772.97	\$2,875.88	\$77,648.85
12S	\$50,357.31	\$83,100.46	\$3,196.17	\$86,296.63
13S	\$56,265.03	\$92,321.73	\$3,550.84	\$95,872.57
14S	\$62,107.35	\$102,567.59	\$3,944.91	\$106,512.50
15S	\$69,083.25	\$113,947.03	\$4,382.58	\$118,329.61
16S	\$72,527.60	\$119,680.35	\$4,603.09	\$124,283.44
17S	\$79,786.90	\$135,092.74	\$5,195.87	\$140,288.61
18S	\$87,743.79	\$144,793.61	\$5,568.99	\$150,362.60

### GENERAL HOURLY PAY RANGE SCHEDULE

<u>Level</u>	<u>Minimum</u>	<u>Maximum</u>
1H	\$8.30	\$12.26
2H	\$8.62	\$13.61
3H	\$9.18	\$15.15
4H	\$10.20	\$16.82
5H	\$11.35	\$18.70
6H	\$12.60	\$20.79
7H	\$14.00	\$23.07
8H	\$15.54	\$25.66
9H	\$17.44	\$28.50
10H	\$19.18	\$31.66
11H	\$21.32	\$35.16
12H	\$23.68	\$39.07
13H	\$26.46	\$43.41

<b>14H</b>	<b>\$29.20</b>	<b>\$48.23</b>
<b>15H</b>	<b>\$32.48</b>	<b>\$53.58</b>
<b>16H</b>	<b>\$34.10</b>	<b>\$56.27</b>
<b>17H</b>	<b>\$37.52</b>	<b>\$63.52</b>
<b>18H</b>	<b>\$41.26</b>	<b>\$68.08</b>

<u><b>Level</b></u>	<u><b>Minimum</b></u>	<u><b>Maximum</b></u>
<b>1H</b>	<b>\$8.49</b>	<b>\$12.53</b>
<b>2H</b>	<b>\$8.81</b>	<b>\$13.92</b>
<b>3H</b>	<b>\$9.39</b>	<b>\$15.49</b>
<b>4H</b>	<b>\$10.43</b>	<b>\$17.20</b>
<b>5H</b>	<b>\$11.60</b>	<b>\$19.12</b>
<b>6H</b>	<b>\$12.88</b>	<b>\$21.25</b>
<b>7H</b>	<b>\$14.32</b>	<b>\$23.59</b>
<b>8H</b>	<b>\$15.89</b>	<b>\$26.23</b>
<b>9H</b>	<b>\$17.83</b>	<b>\$29.14</b>
<b>10H</b>	<b>\$19.61</b>	<b>\$32.37</b>
<b>11H</b>	<b>\$21.80</b>	<b>\$35.95</b>
<b>12H</b>	<b>\$24.21</b>	<b>\$39.95</b>
<b>13H</b>	<b>\$27.05</b>	<b>\$44.39</b>
<b>14H</b>	<b>\$29.86</b>	<b>\$49.31</b>
<b>15H</b>	<b>\$33.21</b>	<b>\$54.78</b>
<b>16H</b>	<b>\$34.87</b>	<b>\$57.54</b>
<b>17H</b>	<b>\$38.36</b>	<b>\$64.95</b>
<b>18H</b>	<b>\$42.18</b>	<b>\$69.61</b>

#### **6-005 WITHIN-RANGE PAY ADJUSTMENTS.**

Salary or hourly adjustments within an established range shall not be automatic but shall be dependent upon recommendation of the director to the Mayor. The decision to award or withhold an increase shall be the Mayor's and shall be based on performance and time in service. The employee shall be informed of the reasons for withholding an increase and the improvement in performance required to obtain an increase.

#### **6-007 RANGE ADJUSTMENTS.**

When the Council adjusts one or more of the ranges of pay established by this Ordinance due to changes in the cost of living or other reasons set forth in Article 4, the Council may elect to apply increases to the rates of pay for each employee within those



ranges. When Council so elects, such increases shall be applied to each employee within the range or ranges adjusted without regard to performance or time in service.

**ARTICLE 9\***  
**Compensation for Specific Positions**

<b>Article No.</b>	<b>Title</b>
9-001	Purpose.
9-002	Mayor.
9-003	Members of Council.
9-004	Clerk of Council and Assistant Clerk of Council.
9-005	Boards, Commissions and Committees.
9-006	Law Department.
9-007	Recreation Department.
9-008	School Guards.
9-009	Senior Services Department.
9-010	Economic Development Department.

---

**9-001 PURPOSE.**

This Article 9 provides for the compensation of specific employee positions which are not included within other provisions of the General Salary Ordinance. Each official or employee elected or assigned to one of the positions provided in this Article shall receive compensation at the rate or within the pay range for each officer or position herein, and shall be paid by direct deposit on a bi-weekly basis except for those in 9-005(a) and 9-006(B).

**9-002 MAYOR.**

The Mayor shall be compensated at the maximum compensation in pay range 18S of the General Salary Pay Range Schedule in Article 6 of this General Salary Ordinance. Said compensation shall be paid in equal installments in the same manner and form as established for other salaried employees of the City.

**9-003 MEMBERS OF COUNCIL.**

Members of Council shall be compensated at the following annual salary rates:

		<u>27<sup>th</sup> Pay</u>	<u>Maximum Adjusted For 27<sup>th</sup> Pay</u>
President of Council	\$20,091.18	<b>\$772.74</b>	<b>\$20,863.92</b>
President of Council Pro Tem	\$19,467.00	<b>\$748.73</b>	<b>\$20,215.73</b>
Councilpersons	\$18,841.79	<b>\$724.68</b>	<b>\$19,566.47</b>

---

\* Note – Articles 7 and 8 were intentionally deleted through previous Ordinances of Council.

**9-004 CLERK OF COUNCIL AND ASSISTANT CLERK OF COUNCIL.**

A. The Clerk of Council shall be compensated at the rate of ~~\$55,000.00~~**\$56,237.50\*** per annum.

B. The Assistant Clerk of Council shall be compensated at the rate of ~~\$50,000.00~~**\$51,125.00\*\*** per annum.

C. The aforesaid per annum compensation shall be paid in equal installments in the same manner and form as established for other salaried employees of the City.

D. The Clerk and Assistant Clerk of Council when serving as Acting Clerk of Council shall be compensated at the rate of \$75.00 per meeting for attendance at each official meeting of Council.

**9-005 BOARDS, COMMISSIONS AND COMMITTEES.**

(a) **Non-City Employees.** Each member of the Planning Commission, Board of Zoning Appeals, Civil Service Commission, Architectural Review Board, Property Maintenance Board of Appeals, Charter Review Committee, and any Assessment Equalization Board of the City of Strongsville who is not an employee of the City shall serve without compensation; but may be reimbursed for actual expenses in accordance with C.O. Section 266.14 or may elect to be reimbursed for such expenses in the sum of \$75.00 per meeting. Such election shall be made on or before January 31 in each calendar year or within 30 days from the member's date of appointment.

(b) **City Employees.** Each member of the Planning Commission, Board of Zoning Appeals, Civil Service Commission, Architectural Review Board, Property Maintenance Board of Appeals, Charter Review Committee, and the Shade Tree Commission of the City of Strongsville who is a City employee and required to attend a meeting of any of the aforesaid Boards, Commissions or Committee beyond such employee's regularly scheduled work hours shall be compensated in accordance with law plus reimbursable expenses in accordance with C.O. Section 266.14 if any, or \$75.00 per meeting, whichever amount is greater. Such payments shall be processed, and treated, as compensation for payroll reporting purposes.

**9-006 LAW DEPARTMENT.**

A. The position of the Law Director shall be a full-time position, and the employee assigned to that position shall be compensated at a rate within the pay range to which the position has been allocated. The compensation for that position shall be administered in accordance with Article 6 of the General Salary Ordinance.

B. In the event that the Assistant Law Director (Civil) represents the City, its officers, employees, or agents before any court or administrative agency other than the Council or a Board of the City; or is assigned a special project by the Mayor outside of

---

\* For the Clerk of Council for 2015 only, the 27<sup>th</sup> pay will be \$2,162.98, and the maximum adjusted per annum for the 27<sup>th</sup> pay will be \$58,400.48.

\*\* For the Assistant Clerk of Council for 2015 only, the 27<sup>th</sup> pay will be \$1,966.35, and the maximum adjusted per annum for the 27<sup>th</sup> pay will be \$53,091.35.



his/her normal duties, the Assistant Law Director (Civil), for such preparation and appearance, shall be paid additional compensation in addition to the basic compensation established in Articles 4 through 6 hereof. In these matters the Assistant Law Director (Civil) is authorized in case or project preparation and appearance to utilize the services of law clerks, legal assistants/paralegals, and other attorneys associated with the Assistant Law Director (Civil) or in his/her employ. For rendering the services set out herein, the Assistant Law Director (Civil) shall receive compensation in addition to the basic compensation established in Articles 4 through 6 hereof as follows:

Assistant Law Director	\$ <del>165.00</del> <b>180.00</b> per hour
Other Attorneys	\$ <del>148.50</del> <b>162.00</b> per hour
Legal Assistant/Paralegal	\$ <del>60.50</del> <b>66.00</b> per hour
Law Clerk	\$ <del>38.50</del> <b>42.00</b> per hour

The Assistant Law Director (Civil) shall provide the private facilities, equipment and support services of a secretarial nature required to carry out such attorney's responsibilities as set out in this Section 9-006 for court matters, administrative matters, or special projects at no additional cost to the City.

In the event that the Assistant Law Director (Criminal) represents the City, its officers, employees, or agents before any court or administrative agency other than the Strongsville Mayor's Court or the Berea Municipal Court; or is assigned a special project by the Mayor outside of his/her normal duties, the Assistant Law Director (Criminal) shall be paid for such preparation and appearance additional compensation in addition to the basic compensation established in Articles 4 through 6 hereof as follows:

A.	Assistant Law Director (Criminal)	\$140.00 per hour
B.	Other Attorneys	\$135.00 per hour
C.	Legal Assistant/Paralegal	\$ 55.00 per hour
D.	Law Clerk	\$ 35.00 per hour

The Assistant Law Director (Criminal) shall provide the private facilities, equipment and support services of a secretarial nature required to carry out such attorney's responsibilities as set out in this Section 9-006 for court matters, administrative matters, or special projects at no additional cost to the City.

C. The City shall provide the Law Director and all Assistant Law Directors medical and hospital benefits, insurance, holiday leave, sick leave, vacation leave and contributions to the Public Employees Retirement System; however such benefits are based solely upon their respective rates of compensation established pursuant to Articles 4 through 6 of this Ordinance.

The Law Director and the Assistant Law Directors shall not be required to represent the Strongsville City School District or its Board. The Law Director or

Assistant Law Directors may represent the Strongsville City School District or its Board if he/she elects to do so by separate agreement with the School District or its Board.

### 9-007 RECREATION DEPARTMENT.

A. The compensation for Recreation Department employees other than those set forth in Article 5 are established at the following ~~salaried pay ranges (S)~~, hourly pay ranges (H) and fixed rates (F):

#### Pay Range

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Game Official	F 7.958.10/game	F 45.00/game
Recreation Assistant	H 7.958.10	H 18.00
Recreation Center Staff	H 7.958.10	H 20.00
Recreation Facility & Groundskeeper	H 7.958.10	H 18.00
Recreation Instructor	H 7.958.10	H 55.00
Personal Trainer	H 7.958.10	H 55.00
Swim Instructor/Private Lessons	H 7.958.10	H 55.00
Building Superintendent	H 7.958.10	H 18.00
Front Desk Attendant	H 7.958.10	H 18.00
Sports Intern	H 7.958.10	H 18.00
Fitness Attendant	H 7.958.10	H 18.00
Head Lifeguard	H 7.958.10	H 18.00
Lifeguard	H 7.958.10	H 18.00
Swim Coaches	H 7.958.10	H 18.00
Lifeguard Instructors	H 7.958.10	H 18.00
Water Safety Instructors	H 7.958.10	H 18.00
Pool Scoreboard Operator	H 7.958.10	H 18.00
Head Camp Counselors	H 7.958.10	H 18.00
Camp Counselors	H 7.958.10	H 18.00
Lead Pre-School Instructor	H 7.958.10	H 18.00
Assistant Pre-School Instructor	H 7.958.10	H 18.00
Lead Club Rec. Instructor	H 7.958.10	H 18.00
Assistant Lead Club Rec. Instructor	H 7.958.10	H 18.00
Tot Room Attendant	H 7.958.10	H 18.00

B. The rate of compensation of a salaried employee in the Recreation Department shall be determined based upon the estimated hours to be worked in any calendar year and shall be paid by prorating the salary over the period of the program in which an employee works in such calendar year.

### 9-008 SCHOOL GUARDS.

Each school guard employed by the City in locations on school grounds or at points immediately adjacent thereto shall be paid ~~Ten and 56/100 Dollars (\$10.56)~~ **Eleven and 56/100 Dollars (\$11.56)** for each session actually worked each school day. "Session" shall mean the time of day for school guard service before schools open, during the lunch period, or after schools close.



**9-009 SENIOR SERVICES DEPARTMENT.**

A. The compensation for the Senior Services Department employees other than those set forth in Article 5 are established at the following ~~salaries pay ranges (S)~~, hourly pay ranges (H) ~~and fixed rated (F)~~:

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Van Driver	H <del>7.95</del> <b>8.10</b>	H 18.00
Senior Front Desk Attendant	H <del>7.95</del> <b>8.10</b>	H 18.00
Kitchen Assistant	H <del>7.95</del> <b>8.10</b>	H 18.00
Senior Instructor	H <del>7.95</del> <b>8.10</b>	H 55.00

**9-010 ECONOMIC DEVELOPMENT DEPARTMENT.**

A. The compensation for Economic Development Department employees other than those set forth in Article 5 are established at the following salaries pay ranges (S):

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>	<u>27<sup>th</sup> Pay Maximum</u>	<u>Maximum Adjusted for 27<sup>th</sup> Pay</u>
TIF Incentive/ TIF Specialist (Part-Time)	S \$15,000.00 (annually)	S \$16,000.00	<b>\$615.38</b>	<b>\$16,615.38</b>

B. The rate of compensation of the above salaried employees of the Economic Development Department shall be paid by prorating the salary over the period of a year.

**ARTICLE 10  
Administration**

This General Salary Ordinance and the Personnel Plan shall be administered by the Director of Finance and the Human Resources Director, except as otherwise provided in this Ordinance, the Codified Ordinances of the City, and the Rules and Regulations of the Civil Service Commission. Controversies over the administration of this Ordinance may be submitted to the Mayor for his review and final determination.

**Section 2.** That pursuant to Section 6-007 of Article 6 of this Ordinance, effective January 1, 2015, the General Salary Pay Range Schedule and General Hourly Pay Range Schedule from Levels 1S and 1H through 18S and 18H respectively, are hereby increased by 2.25% over the current rate of pay with such 2.25% increase to be applied to each full-time employee who is not a member of a collective bargaining unit and who is employed within those ranges on January 1, 2015.

**Section 3.** That pursuant to Section 6-007 of Article 6 of this Ordinance, the provisions of Sections 6-003, 9-003, 9-004, 9-006, 9-007, 9-008, 9-009, and 9-010 shall be and are hereby operative from and after January 1, 2015.

**Section 4.** That the provision of Article 5, Section 5-314 shall be effective and operative retroactive to November 30, 2014.

**Section 5.** That any other amendments, with the exception of those set forth above in Sections 2, 3 and 4, shall be effective and operative upon the passage and effective date of this Ordinance.

**Section 6.** That all other Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed as of January 1, 2015.

**Section 7.** That the funds for the purposes of this Ordinance shall be appropriated and paid from the General Fund; Police Pension Fund; Street, Construction, Maintenance & Repair Fund; Fire Levy Fund; Fire Pension Fund; Multi-Purpose Complex Fund; Community Diversion Fund; Earned Benefits Fund, Sanitary Sewer Fund, and from any federal, state or county grant funding which may become available for such purposes.

**Section 8.** 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 any of its committees, that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

**Section 9.** That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the City, and for the further reason that it is necessary to maintain the orderly and efficient operation of various departments of the City, provide fair compensation for all employees, and conserve public funds. Therefore, provided this Ordinance receives the affirmative vote of two-thirds of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise from and after the earliest period allowed by law.

  
\_\_\_\_\_  
President of Council

Approved:   
\_\_\_\_\_  
Mayor

Date Passed: December 1, 2014

Date Approved: December 2, 2014

CITY OF STRONGSVILLE, OHIO  
ORDINANCE NO. 2014 - 220  
Page 23

	<u>Yea</u>	<u>Nay</u>
Carbone	<u>✓</u>	<u>      </u>
Daymut	<u>✓</u>	<u>      </u>
DeMio	<u>✓</u>	<u>      </u>
Dooner	<u>✓</u>	<u>      </u>
Maloney	<u>✓</u>	<u>      </u>
Schönhut	<u>✓</u>	<u>      </u>
Southworth	<u>✓</u>	<u>      </u>

Attest: *Linne Pientka*  
Clerk of Council

ORD. No. 2014-220 Amended:         
1st Rdg. 11-17-14 Ref: Finance  
2nd Rdg. 12-1-14 Ref:         
3rd Rdg. Suspended Ref:       

Pub Hrg.        Ref:         
Adopted: 12-1-14 Defeated: