

CITY OF TWINSBURG, OHIO

ORDINANCE 146-2013

AN ORDINANCE AMENDING SALARIES, WAGES AND EMPLOYMENT DESCRIPTIONS FOR CERTAIN EMPLOYEES OF THIS CITY AND UPDATING CLASSIFICATIONS OF EMPLOYEES AS OF JANUARY 1, 2014, TO BE KNOWN AS THE 2014 SALARY ORDINANCE.

WHERE AS, the Administration of the City of Twinsburg has recommended to Council that certain amendments be made to the legislation providing for the compensation of City employees; and

WHEREAS, Council has determined that it is appropriate to amend said salary Ordinance in accordance with the recommendations of the Administration.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Twinsburg, County of Summit and State of Ohio:

SECTION I: That the following schedule of compensation for salary increases and employee classifications is hereby effective January 1, 2014:

- A. All present employees, except all Department Heads and certain Management Staff, shall occupy a step position in the below schedule as heretofore determined by prior enactments and administrative actions there under.
- B. Upon the expiration of 12 months after the anniversary date of their hire, all employees shall, be eligible to be advanced to the next pay step or within the range depending on performance.
- C. New employees shall be placed in a step or within a range agreed upon by the Department Head and Mayor for the position, which shall be determined based upon past experience or education-training.
- D. Newly promoted employees may be placed at a salary step or range equal to or no greater than two salary steps higher than the salary of the employee at the time of the promotion.
- E. New employees or those newly promoted may advance to the next step or within the range after six months for good performance with the Mayor's approval.
- F. Part Time Employees may work up to 25 hours per week on a regular basis year-round. These employees may work full-time during seasonal periods.
- G. Part Time Employees or Employment Agreements not covered under this ordinance may be placed at a salary or hourly step of an existing Full Time position as designated by the Mayor.
- H. All increases listed herein are effective as specified; however, nothing herein shall be taken as a restriction upon future legislative action by Council to alter or amend the contents of this Ordinance.
- I. Personnel within the jurisdiction of contracts between the City of Twinsburg and the various labor unions which represent City personnel shall be compensated in accordance with the terms and conditions of such contracts.

ADMINISTRATION

							<u>2014</u>
Mayor							\$100,018
							RANGE
Chief of Fire							\$71,000 \$97,603
Chief of Police							\$72,000 \$98,452
Director of Community Planning and Development							\$69,000 \$93,996
Director of Finance							\$66,000 \$93,571
Director of Human Resources							\$55,000 \$93,571
Director of Parks and Recreation							\$64,000 \$93,571
Director of Public Works							\$62,000 \$97,178
Golf Course Manager							\$46,000 \$62,487
Golf Course Superintendent							\$57,000 \$76,703

ADMINISTRATIVE STAFF

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Secretary to Mayor	\$26.12	\$26.70	\$27.28	\$27.85	\$28.43	\$29.03

DEPARTMENT OF HUMAN RESOURCES AND INFORMATION TECHNOLOGY

Division of Human Resources

Benefits Administrator	\$24.55	\$25.04	\$25.55	\$26.08	\$26.60	\$27.15
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Division of Information Technology

Senior Network Administrator					\$72,500	\$90,389
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Network Administrator	\$26.86	\$27.68	\$28.50	\$29.37	\$30.24	\$31.15
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DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT

Part Time City Planner					\$15.00	\$26.00
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Division of Building and Zoning

Building Commissioner					\$58,000	\$79,461
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Part Time Building Inspector - Per Hour						\$16.00
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Plumbing Inspector - Per Inspection						\$36.00
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Division of Engineering

Municipal Engineer, P.E.					\$68,500	\$93,571
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Assistant Director of Engineering	\$33.84	\$34.60	\$35.35	\$36.10	\$36.85	\$37.60
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DEPARTMENT OF SAFETY

Division of Police

Assistant Chief					\$68,500	\$95,110
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Police Lieutenant					\$68,500	\$91,769
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Terminal Agency Coordinator	\$23.94	\$24.64	\$25.25	\$25.90	\$26.56	\$27.28
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Part Time Police Officer - Per Hour					\$22.00	\$25.00
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Part Time Dispatcher - Per Hour					\$17.00	\$21.00
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Part Time Records Clerk - Per Hour					\$13.50	\$15.00
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Division of Fire

Assistant Fire Chief					\$68,500	\$91,768
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Part Time - 1st Year						\$19.52
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Part Time - 2nd Year additional						\$1.10
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DEPARTMENT OF PUBLIC WORKS

Division of Service

General Superintendent					\$64,500	\$80,947
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Working Foreman	\$28.42	\$29.11	\$29.81	\$30.51	\$31.22	\$32.54
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Division of Wastewater Treatment

Wastewater Treatment Superintendent					\$67,500	\$84,129
Chief Operator	\$30.77	\$31.85	\$32.93	\$34.02	\$35.12	\$36.90

Certification - Ohio EAP Class II additional						\$0.15
Certification - Ohio EPA Class III additional						\$0.25

DEPARTMENT OF PARKS AND RECREATION

Center Manager					\$44,500	\$66,412
Activities Coordinator	\$21.44	\$22.11	\$22.74	\$23.44	\$24.14	\$25.34

Sr. Activities Coordinator	\$21.86	\$22.62	\$23.41	\$24.23	\$25.08	\$25.96
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Marketing Coordinator	\$21.33	\$21.96	\$22.62	\$23.31	\$24.00	\$25.21
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Part Time Fitness Employee I	\$8.29	\$8.62	\$8.97	\$9.33	\$9.70	\$10.08
Part Time Fitness Employee II	\$8.95	\$9.31	\$9.68	\$10.07	\$10.48	\$10.90
Part Time Fitness Employee III	\$9.67	\$10.06	\$10.46	\$10.88	\$11.31	\$11.76
Part Time Fitness Supervisor	\$11.12	\$11.57	\$12.03	\$121.51	\$13.01	\$13.53
Bus/Van Driver	\$10.28	\$10.69	\$11.11	\$11.57	\$12.03	\$12.50

GOLF COURSE

Clubhouse Manager	\$15.13	\$15.65	\$16.10	\$16.57	\$17.06	\$17.94
Assistant Golf Pro	\$12.23	\$12.84	\$13.24	\$13.63	\$14.04	\$14.44

PART TIME ALL DEPARTMENTS

Part Time Clerk/Receptionist	\$12.10	\$12.52	\$12.97	\$13.42	\$13.88	\$14.66
Part Time Custodian	\$11.12	\$11.53	\$11.93	\$12.35	\$12.77	\$13.47
Part Time Laborer	\$8.28	\$8.70	\$9.13	\$9.54	\$9.98	\$10.60
Part Time Secretary	\$13.52	\$14.01	\$14.49	\$15.00	\$15.52	\$16.39
Part Time Intern - Per Hour					\$10.00	\$15.00
Part Time Employee						Minimum Wage

SEASONAL ALL DEPARTMENTS

Seasonal Employee I						Minimum Wage
Seasonal Employee II						\$8.15
Seasonal Employee III						\$8.78
Seasonal Employee IV						\$9.40
Seasonal Employee V						\$10.03
Seasonal Manager						\$10.66

LEGISLATIVE

Clerk of Council	\$26.12	\$26.70	\$27.78	\$27.85	\$28.43	\$29.03
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Part Time Boards/Commissions Secretary	\$15.35	\$15.89	\$16.46	\$17.03	\$17.62	\$18.60
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President of Council	The term beginning as of December 1, 2013	\$11,529
	The term beginning as of December 1, 2015	\$11,875
	The term beginning as of December 1, 2017	\$12,231
	The term beginning as of December 1, 2019	\$12,598
	The term beginning as of December 1, 2021	\$12,976

Councilperson	The term beginning as of December 1, 2013	\$10,980
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The term beginning as of December 1, 2015	\$11,309
The term beginning as of December 1, 2017	\$11,649
The term beginning as of December 1, 2019	\$11,998
The term beginning as of December 1, 2021	\$12,358

LAW

Law Director						By Contract
Assistant Prosecutor						By Contract
Paralegal	\$19.94	\$20.65	\$21.38	\$22.13	\$22.92	\$23.72

MEMBERS OF BOARDS AND COMMISSIONS

Board Chairpersons						Per Meeting: \$35.00
Planning Commission						Per Meeting: \$25.00
Civil Service Commission						Per Meeting: \$25.00
Board of Building & Zoning Code Appeals						Per Meeting: \$25.00
Architectural Review Board						Per Meeting: \$25.00
Parks and Recreation Commission						Per Meeting: \$25.00
Recycle Commission						Per Meeting: \$25.00
Cable Representative						Per Meeting: \$25.00
Golf Course Advisory Board						Per Meeting: Volunteer
Ward Districting Commission						Per Meeting: \$25.00
Charter Review Commission						Per Meeting: \$25.00
Environmental Commission						Per Meeting: \$25.00
Capital Improvement Advisory Board						Per Meeting: \$25.00

LUMP SUM PAYMENTS

All lump sum payments shall be credited to the employees hourly rate in accordance with Section 147.18 of the Codified Ordinances of the City of Twinsburg.

SECTION II

That this Ordinance shall constitute continued authorization for the employment of persons now employed by the City in the positions set forth in Section I above and the authority to continue its positions for the employment of suitable persons in the future.

SECTION III

That any provisions of Ordinances and Resolutions inconsistent herewith shall no longer be effective.

SECTION IV

It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in open meeting or meetings of this Council, and that all deliberations of this Council were in meetings open to the public and in full compliance with all legal requirements, including without limitations, those set forth in Section 121.22 of the Ohio Revised Code.

PASSED: _____

APPROVED: _____

Seth Rodin, President of Council

Submitted to the Mayor for approval this
 _____ day of _____ 2013
 Approved by the Mayor _____ 2013

Katherine A. Procop, Mayor

ATTEST:

Shannon Collins, Clerk of Council

1st Reading _____

2nd Reading _____

3rd Reading _____

Passed: _____

Yes _____ No _____

CERTIFICATE OF POSTING

I, Shannon Collins, Acting Clerk of Council, of the City of Twinsburg, State of Ohio, do hereby certify that publication of the foregoing ordinances, resolutions was duly made by posting true copies thereof at five of the most public places in said City as determined by Section 113.02 of the Codified Ordinances of the City of Twinsburg; each for a period of fifteen days commencing on the _____ day of _____, 2013

Shannon Collins, Clerk of Council