

CITY OF TWINSBURG, OHIO

ORDINANCE 111-2018

AN ORDINANCE ESTABLISHING SALARIES, WAGES AND EMPLOYMENT DESCRIPTIONS FOR CERTAIN EMPLOYEES OF THIS CITY AND UPDATING CLASSIFICATIONS OF EMPLOYEES, TO BE KNOWN AS THE SALARY ORDINANCE

WHEREAS, the Administration of the City of Twinsburg has recommended to Council that certain amendments be made to that 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 increase and employee classification are hereby effective upon the passage of this legislation:

- A.** All present, non-bargaining unit employees, shall occupy a designated position in the salary range set forth herein as determined by prior enactments and administrative actions
- B.** New employees or newly promoted employees shall be placed in the range agreed upon by the Department Head and Mayor for the position, which shall be determined based upon past experience or education/training.
- C.** Part Time Employees may work up to an average of 25 hours per week on a regular basis year-round. These employees may work full-time during seasonal periods.
- D.** Part Time Employees or Employment Agreements not covered under this ordinance may be placed at the salary or hourly rate of an existing Full Time position as designated by the Mayor.
- E.** 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.
- F.** 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>RANGE</u>
Mayor		\$109,323
Executive Assistant to the Mayor	\$18.00	\$30.00
PT Receptionist	\$13.00	\$18.00

DEPARTMENT OF POLICE

Chief of Police	\$90,000	\$115,000
Assistant Chief of Police	\$85,000	\$113,000
Lieutenant	\$80,000	\$110,000
Executive Assistant the Police Chief	\$18.00	\$30.00
Communications Supervisor	\$25.00	\$32.00
Police Officer - OPOTA Candidate		\$18.00
Part Time Police Officer	\$22.00	\$28.00
Part Time Dispatcher	\$18.00	\$22.00
Part Time Records Clerk	\$13.00	\$18.00

FINANCE DEPARTMENT

Finance Director	\$85,000	\$105,000
Assistant Finance Director	\$65,000	\$80,000
Executive Assistant to Finance Director	\$18.00	\$25.00

DEPARTMENT OF HUMAN RESOURCES

Director of Human Resources	\$85,000	\$105,000
Benefits Administrator	\$22.00	\$25.00

DEPARTMENT OF INFORMATION TECHNOLOGY

Senior Network Administrator	\$85,000	\$105,000
Senior Communications Administrator	\$30.00	\$38.00
Network Administrator	\$22.00	\$25.00

DEPARTMENT OF FIRE

Fire Chief	\$90,000	\$115,000
Assistant Fire Chief	\$85,000	\$113,000
Executive Assistant the Fire Chief	\$18.00	\$30.00
Part Time Firefighter/Paramedic	\$22.00	\$28.00

DEPARTMENT OF PUBLIC WORKS

Director of Public Works	\$85,000	\$110,000
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Service Division

General Superintendent	\$70,000	\$95,000
Lead Foreman	\$32.00	\$42.00
Working Foreman	\$30.00	\$40.00
Fleet Manager	\$32.00	\$40.00

Wastewater Treatment Division

Wastewater Treatment Superintendent	\$70,000	\$95,000
Chief Operator	\$32.00	\$40.00
Certification – Ohio EPA Class II additional		\$.45

Certification – Ohio EPA Class III additional

\$.60

DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT

Director of Community Planning & Development	\$90,000	\$110,000
City Planner	50,000	75,000

Division of Building and Zoning

Building Commissioner	\$70,000	\$95,000
Part Time Building Inspector	\$18.00	\$38.00

Division of Engineering

Municipal Engineer	\$85,000	\$110,000
Assistant Director of Engineering, PE	\$70,000	\$95,000

DEPARTMENT OF PARKS AND RECREATION

Director of Parks and Recreation	\$85,000	\$105,000
Fitness Center Manager	\$65,000	\$80,000
Aquatics Manager	\$50,000	\$75,000
Sr. Activities Coordinator	\$21.00	\$31.00
Activities Coordinator	\$18.00	\$29.00
Part Time Employee (Fitness staff, café staff, etc.)	\$9.00	\$13.00
Part Time Supervisor	\$11.00	\$15.00
Private Lesson Instructor		\$15.00
Bus/Van Driver	\$11.00	\$15.00

GLENEAGLES GOLF COURSE AND EVENTS

Director of Golf Maintenance	\$65,000	\$95,000
Golf Course Manager	\$65,000	\$95,000
Clubhouse Manager - Seasonal	\$15.00	\$20.00
Assistant Golf Pro - Seasonal	\$12.00	\$15.00
Director of Banquet Operations	\$50,000	\$75,000
PT Banquet Staff	\$4.15	\$12.00
PT Administrative Assistant	\$15.00	\$18.00
Executive Chef	\$50,000	\$60,000
Restaurant Manger	\$50,000	\$60,000
Executive Sous Chef	\$35,000	\$50,000
Part Time Kitchen Staff (Dishwasher, Line Cook)	\$9.00	\$18.00
Part Time Servers/Bartenders (tipped ee's)	MIN WAGE	\$10.00
Part Time Restaurant Staff (Hostess, etc.)	\$9.00	\$11.00

PART TIME ALL DEPARTMENTS

Part Time Employee	MIN WAGE	\$20.00
Part Time Intern	\$10.00	\$15.00

SEASONAL – ALL DEPARTMENTS

Seasonal Employee (Camp Leaders, Waterpark, Golf, Laborers, etc.)	MIN WAGE	\$13.00
Seasonal Manager (Camp Supervisors, Waterpark Supervisors, etc.)	\$12.00	\$14.00

LEGISLATIVE

Clerk of Council	\$52,000	\$72,000
Part Time Boards/Commissions Secretary	\$14.00	\$20.00

President of Council \$12,761

Councilperson	Term Commencing 12/1/2015	\$12,050
	Term Commencing 12/1/2017	\$12,351
	Term Commencing 12/1/2019	\$12,351
	Term Commencing 12/1/2021	\$12,351

LAW

Law Director		By Contract
Assistant Prosecutor		By Contract
Executive Assistant/Paralegal	\$18.00	\$25.00

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
Cable Representative	Per Meeting:	\$25.00
Ward Districting Commission	Per Meeting:	\$25.00
Charter Review Commission	Per Meeting:	\$25.00
Environmental Commission	Per Meeting:	\$25.00
Capital Improvements Board	Per Meeting:	\$25.00
Golf Course Advisory Board	Per Meeting:	Volunteer

SECTION II: All lump sum payments shall be credited to the employee’s hourly rate in accordance with Section 147.18 of the Codified Ordinances of the City of Twinsburg.

SECTION III: 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 person in the future.

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 an open meeting or meetings of this Council and any of its committees that resulted in such formal action, 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.

SECTION V: That this Ordinance shall take effect and be in force immediately upon its passage and approval of the Mayor at the earliest period allowed by law.

PASSED: _____

APPROVED: _____

EFFECTIVE: _____

Maureen Stauffer, President of Council

Submitted to the Mayor for approval this

_____ day of _____, 2018

Approved by the Mayor _____, 2018

Ted Yates, Mayor

ATTEST:

Shannon Collins, Clerk of Council

1st Rdg. _____

2nd Rdg. _____

3rd Rdg. _____

Passed: _____

Yes _____ No _____

CERTIFICATE OF POSTING

I, Shannon Collins, 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 _____, 2018



MEMO

DATE: November 2, 2018

TO: Clerk of Council

CC: Mayor Yates, David Maistros, Sarah Buccigross

FROM: Kolette Woloszynek, HR/IT Director

RE: Requested Legislation – Salary Ordinance

Ordinance format change – The department Head position titles were moved to their respective departments. This is for ease of reference and to better display the rank differentials of the management levels within each department. In addition, for the sake of readability and to make comparisons easier, all ranges were rounded to whole thousand dollar figures.

Salary Ranges – were established to accommodate anticipated future increases. In addition, some ranges were changed in order to create consistency among similar levels of management across departments (e.g.: Asst Chief of Police is same as Asst Chief in Fire).

We are proposing to reinstate the role of **Benefits Administrator**. The city employs over 500 employees annually between the FT, PT and seasonal staff. The overall HR responsibilities continue to grow as staff is added – there are ever-increasing responsibilities in the areas of legal compliance, recruiting, labor relations, healthcare, workers comp claims, etc. With these additional responsibilities and with the City considering going self-insured for healthcare in 2020, this role is well-justified.

The current Part Time **Network Administrator** is needed to go full-time as of January 1, 2019. This is necessary to meet the ever-growing tasks and challenges in the area of technology

Licenses for WWTP certifications: The license incentive for the non-union employees currently is \$0.15/hr for a Class II license and \$0.25/hr for a Class III license. The union members get \$0.45 for a Class II and \$0.60 for a Class III. This proposed change will give the non-union members the same as the union members.

There is no emergency request for this proposal.