

CITY OF BEDFORD, OHIO

ORDINANCE NO. 018-24

AN ORDINANCE AMENDING **ORDINANCE NO. 9938-22**
ESTABLISHING PAY RANGES AS SUBSEQUENTLY
AMENDED AND DECLARING AN EMERGENCY

WHEREAS, the Council of the City of Bedford is desirous of establishing pay ranges until amended for the year **2024** for the administrative, advanced clerical, temporary, and part-time employees.

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

Section 1. That Ordinance No. **9938-22** Section 1, be and the same is hereby amended to read:

| <u>TITLE</u> | <u>BEGINNING RANGE</u> |
|------------------------|--------------------------|
| Law Director | As Negotiated By Council |
| Assistant Law Director | As Negotiated By Council |

Section 2. That with regards to the positions of Law Director and Assistant Law Director, the provisions of Ordinance No. 6818-90 remain in effect except as modified herein. The Law Director and Assistant Law Director shall be subject to the same salary deductions as those employees listed in Section 3. The Law Director and Assistant Law Director shall be members of the Ohio Public Employment Retirement System and all necessary salary deductions and employer contributions shall be made to said retirement system.

Section 3. That the following shall comprise the Administrative and Clerical positions of the City.

| <u>CLASS TITLE</u> | <u>LEVEL</u> |
|--|--------------|
| City Manager | I |
| Finance Director, Fire Chief, Police Chief | II |
| Public Service Director, Assistant Fire Chief, Deputy/Assistant Police Chief | III |
| Building Commissioner, Economic/Community Development & Planning Director, Recreation Director | IV |
| Assistant Finance Director, Superintendent of Public Works, Superintendent of Wastewater Treatment Plant | V |
| Assistant Superintendent of Wastewater Treatment Plant, Assistant Recreation Director, Program Coordinator, Building Inspector (certified) | VI |

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| | |
|---|------|
| Building Inspector | VII |
| Executive Secretary, Clerk of Council | VIII |
| Administrative Secretary, Corrections Officer, Building Clerk Recreation Supervisor / Rec. Coordinator | IX |

Section 4. That the compensation plan for positions named in Section 3 of this Ordinance is hereby adopted according to the following schedule:

| <u>LEVEL</u> | <u>BEGINNING RANGE</u> |
|--------------|------------------------|
| I Yearly | \$115,000.00 - |
| II Yearly | \$105,000.00 - |
| III Yearly | \$95,000.00 - |
| IV Yearly | \$85,000.00 - |
| V Yearly | \$80,000.00 - |
| VI Yearly | \$65,000.00 - |
| VII Yearly | \$55,000.00 - |
| VIII Yearly | \$50,000.00 - |
| IX Yearly | \$45,000.00 - |

Section 5. That Section 151.03(c) Advancement within Compensation Schedule is hereby amended to read as follows:

(a) Entrance Salary Rates.

- (1) Starting rate on initial employment. Original appointment to any position shall be made within the beginning range. Upon recommendation of the Department Head, the City Manager may approve initial compensation at a rate within the beginning range when the needs of the service make such action necessary, provided that any such exception is based on the outstanding and unusual character of the employee's experience and ability over and above the minimum qualifications specified for the class. Original appointment of Department Heads, Finance Director or City

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Manager may be at a rate within the beginning range depending upon the employee's experience and ability over and above the minimum requirements for the position.

- (2) Starting rate on return to duty. When an employee returns to duty in the same class or position after a separation from the City service of not more than one year (1 year), which separation was not due to discreditable circumstances, such employee shall receive the rate in the compensation schedule corresponding to the rate received at the time of separation and shall subsequently serve thereat for such period of time as is normally required for advancement within the schedule
 - (3) Starting rate on return from military service. Any employee who leaves or has left the City service to enter the active service of the armed forces of the United States, and who subsequently is reinstated to a position previously held, shall be entitled to receive a compensation at the rate applicable had not the service with the City been interrupted by service in the armed forces.
 - (4) Starting rate in new position. Whenever an employee is assigned to duty in a position not previously held and such change is not in the nature of a promotion, the employee shall be entitled to the entrance rate in the schedule established for such position or other rate within the applicable schedule by reason of crediting in the new position with such prior service that is found to meet the following conditions: the character and nature of the duties of the position to which the employee was assigned are similar to those of the new position; the service in the former position provided experience valuable to the performance of the new position.
 - (5) Rate of pay on promotion. In any case where an employee is promoted to a class with a higher compensation schedule, the entrance rate shall be the employee's current rate of pay during the 60-day probationary period. Subsequent advancement within the schedule will be on the same basis as described in subsection (b) hereof.
- (b) Advancement within Compensation Schedule for Administrative, Technical, and Advanced Clerical Positions.
- (1) At the completion of six months (6 months) and thereafter at yearly intervals on January 1, a full-time employee shall be eligible for advancement to a higher rate within the appropriate salary level of the position occupied by the employee on the first (1st) day of the next succeeding pay period; except that the above shall not be construed to limit the movement by an employee at a rate deemed appropriate by the City Council upon recommendation by the City Manager.

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The City Manager may perform an evaluation at any time for employees whose yearly evaluation does not result in an increased rate. Upon completion of an acceptable evaluation, the City Manager may recommend to City Council thereafter an increase in the rate of pay.

The recommendation shall when practical, be in writing and the advancement based on a written performance evaluation of the employee.

- (2) Advancement at the salary level shall be in increments of 4 percent or less and no employee shall be eligible for advancement unless recommended for an increase by the Department Head concerned or the City Manager, except in those instances of employees who report to the City Council. Department Heads may progress at a rate approved by City Council upon recommendation of the City Manager. Council shall establish the rates of pay for the City Manager, Finance Director, Law Director, Assistant Law Director and Clerk of Council by a letter signed by the Mayor and filed with the Finance Director.
- (3) Any permanent part-time employee, regularly employed on a continuing work schedule, shall be evaluated by January 1 of each year succeeding the employee's first date of employment to be eligible for advancement within the schedule; except that the above shall not be construed to limit the City Manager to move an employee through the compensation schedule at a rate deemed appropriate. Advancement will be on the first day of the next succeeding pay period.
- (4) The City Manager, with City Council approval, may grant an increase of up to 4 percent of the yearly rate of pay for achievement by an employee of exceptional performance. The duration of the increase shall not exceed one year. At the discretion of the City Manager, the top performance rate may be given in one sum at a time deemed appropriate by the City Manager.
- (5) Employees in Levels I through VIII may receive an inflationary rate increase upon consultation by the City Manager with the City Council as to the maximum amount of percentage that may be granted for inflation.

Employees in Levels IX and X and employees reporting to the Building Commissioner shall receive the annual inflationary rate increase granted other clerical positions as a result of collective bargaining agreements.

Section 6. That the compensation rates for temporary and part-time positions be hereby adjusted according to the following schedules:

| | <u>START</u> | <u>MAXIMUM</u> |
|---------------------|--------------|----------------|
| <u>CITY MANAGER</u> | | |

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Part-Time Receptionist/Office Clerk ~~10.00-15.00~~ 15.00 20.00

POLICE DEPARTMENT – Range

| | | |
|------------------------------------|--------------------------------|-------------------------------|
| School Guards | \$8.00 <u>14.00</u> | \$15.00-16.00 |
| Car Washers | MIN | 12.00 |
| Animal Warden | 10.00 <u>16.00</u> | 18.00 <u>20.00</u> |
| <u>Part-Time Jailer</u> | 12.00 <u>16.00</u> | 22.00 <u>20.00</u> |
| Auxiliary | 9.00 <u>16.00</u> | 18.00 <u>20.00</u> |
| Records | 12.00 <u>18.00</u> | 24.00 |
| Training/Administrative Consultant | 15.00 <u>18.00</u> | 30.00 |
| Juvenile Diversion | 12.00 | 24.00 |
| Janitorial Help | MIN <u>14.00</u> | 12.00 <u>18.00</u> |

FIRE DEPARTMENT – Hydrants

Unskilled Labor ~~MIN~~ 14.00 ~~11.00~~ 16.00

BUILDING DEPARTMENT – Range

| | | |
|----------------------|-------------------------------|-------------------------------|
| Part-time Clerk | 15.00 <u>18.00</u> | 20.00 |
| Janitorial Help | MIN <u>14.00</u> | 12.00 <u>18.00</u> |
| Part-time Inspectors | 15.00 <u>20.00</u> | 25.00 |

RECREATION

| | CURRENT | PROPOSED | CURRENT | PROPOSED |
|--------------------------------|--------------------|-----------------------------------|--------------------|---------------------------------------|
| | START | START | MAX | MAX |
| <u>CAMPS</u> | | | | |
| Director/Co-Director | \$11.00 | \$13.00 <u>\$18.00</u> | \$16.00 | \$24.00 (1) <u>\$26.00</u> |
| Assistant Director | 10.50 | 12.00 <u>16.00</u> | 15.00 | 22.00 <u>24.00</u> |
| Head Counselor | _____ | 11.00 <u>16.00</u> | _____ | 20.00 <u>22.00</u> |
| <u>Assistant Counselor</u> | MIN | MIN <u>14.00</u> | 11.00 | 12.00 <u>18.00</u> |
| Sports Camps | _____ | MIN | _____ | 16.00 |
| Enrichment Camps | _____ | MIN | _____ | 16.00 |
| <u>Camp Support Supervisor</u> | _____ | 16.00 | _____ | 22.00 |
| <u>Camp facility Support</u> | _____ | 14.00 | _____ | 18.00 |

SPORTS LEAGUES

Sports leagues include but are not limited to baseball, softball, basketball, soccer, flag football, etc.

| | | |
|---|----------------|--------------------|
| Field Supervisor | MIN | \$16.00 |
| <u>Sports Coordinator</u> | <u>16.00</u> | <u>24.00</u> |
| <u>Sports Assistant</u> | <u>14.00</u> | <u>18.00</u> |
| Game Official/Umpire/Referee | MIN | 15.00 |

~~—Non-certified~~

(Scorekeeper, coach, noncertified official/referee

Umpire/Referee – Certified To be paid as an Independent Contractor at the negotiated rate

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| | | | | |
|-------------|-----|-----|-------|-------|
| Coach | MIN | MIN | 10.00 | 20.00 |
| Scorekeeper | MIN | MIN | 10.00 | 10.00 |

POOL

| | | | | | | |
|-----------------------------------|---------|---------|--------------------|---------|-------------|------------------|
| Manager | \$13.00 | \$13.00 | \$20.00 | \$18.00 | \$18.00 (1) | 24.00 |
| Assistant Manager | \$12.00 | 12.00 | 18.00 | 16.00 | 16.00 | 22.00 |
| Assistant Manager – Sub | | \$10.00 | | | | 14.00 |
| Head Lifeguard | MIN | MIN | 16.00 | 12.00 | 12.00 | 20.00 |
| Lifeguard | MIN | MIN | 14.50 | 11.00 | 11.00 | 18.50 |
| Learn To Swim Instructor | | MIN | 14.00 | | 8.80 | 18.00 |
| Maintenance | MIN | MIN | 14.00 | 10.00 | 10.00 | 16.00 |
| Cashier/Concessionaire Front Desk | MIN | MIN | 14.00 | 9.00 | 9.30 (1) | 16.00 |
| Swim Team Head Coach | | MIN | 18.00 | | 18.00 (1) | 24.00 |
| Swim Team Assistant Coach | | | 15.00 | | | 18.00 |

Note: LGI/WSI Cert + \$0.50 per hour each

GENERAL/PART-TIME/SEASONAL

| | | | | | | |
|------------------------------|---|-----|------------------|-------|-----------|--------------------|
| Receptionist/Office Clerk | MIN | MIN | 18.00 | 11.00 | 16.00 (1) | \$24.00 |
| Seasonal Laborer – Unskilled | MIN | MIN | 14.00 | 11.00 | \$11.00 | 16.00 |
| Season Laborer – Skilled | | MIN | 16.00 | | 16.00 (1) | 20.00 |
| Program Instructor | | | 16.00 | | | 24.00 |
| Independent Contractor | To be paid as an Independent Contractor at the negotiate rate | | | | | |
| Intern | | MIN | 14.00 | | 15.00 (1) | 18.00 |

MIN = Minimum Wage

(1) = Starting rate on initial employment

Section 7. That life insurance will be afforded to Level I-X employees, Law Director, elected Judges, and the Clerk of Court under the Class I Category of coverage per One Thousand Dollars (\$1,000) of Base Rate Earnings. Non-AFSCME Union uninsured full-time employees, City Council, and full-time court employees will be covered under the Class II Category of coverage.

Section 8. That all provisions of Title Seven, Chapter 151 of the Codified Ordinances of the City of Bedford, Ohio inconsistent with the provisions of this Ordinance shall remain in effect and be in force.

Section 9. That the provisions of this Ordinance and any future amendments shall be reviewed and updated utilizing the Ohio Municipal League Survey (or other comparable survey), the CPI Index, and the collective bargaining agreements.

Section 10. That this Ordinance is declared to be an emergency measure immediately necessary for the public peace, health, safety, and welfare of the City of Bedford, Ohio, and for the further reason that this Ordinance provides for the daily operation of the City of Bedford.

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WHEREFORE, this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

Sandy Spinks, Vice Mayor-President of Council

Tracy M. Simons, Clerk of Council

Prepared and approved as to legal content by: _____
John J. Montello, Law Director

PASSED: March 18, 2024