

ORDINANCE NO. 127-2024(F), *Second
Reading As Amended*

By Mayor Seren

An Ordinance establishing salary schedules, position classifications, and other compensation and benefits for officers and employees of the City; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, Article 5, Section 4 of the Cleveland Heights Charter requires this Council to “fix by ordinance the salary, rate, or amount of compensation of all officers and employees of the City;” and

WHEREAS, Cleveland Heights Codified Ordinance Section 139.21 generally requires this Council to “establish employees’ wages, hours of work, sick leave benefits, paid hospitalization benefits, vacations, legal holidays, and all other forms of fringe benefits and other conditions of employment by ordinance.”

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

Except as otherwise specifically provided herein, effective the date stated in the separate sections hereof, the following salary schedules and other compensation for described position classifications will be in effect for such classifications as of April 1, 2024; provided, however, that if the revenues received by the City are not sufficient to meet the foregoing salaries, all salaries shall be reduced by the Mayor to a point which will not exceed the appropriated revenues of the City.

The salary of any officer or employee may, from time to time, be reduced or increased by the Mayor or their designee, but not below or above the amounts specifically fixed herein for such classifications.

Additional temporary classifications may be established by the Mayor when, in the judgment of the Mayor, job specifications and duties differ significantly from existing classifications as herein provided when a new temporary classification is warranted.

The Mayor shall advise Council when such new classification is warranted with the salary being determined by using the hourly rate for the full-time position as a maximum rate.

SECTION 1. The following position classifications and salary schedules are hereby established.

Position Classification Salary Schedule						
	Position	FLSA	SG	Min	Mid	Max
1	City Administrator	E	49	\$95,910.60 \$98,787.92	\$124,722.00 \$128,462.94	\$153,532.00 \$158,137.96

ORDINANCE NO. 127-2024(F)

2	Police Chief	E	48	\$85,635.12 \$88,204.14	\$111,358.50 \$114,699.83	\$137,083.00 \$141,195.49
3	Fire Chief	E	48	\$85,635.12 \$88,204.14	\$111,358.50 \$114,699.83	\$137,083.00 \$141,195.49
4	Director (all departments)	E	47	\$76,459.20 \$78,752.98	\$99,427.56 \$102,409.91	\$122,395.00 \$126,066.85
5	Assistant Director (all departments)	E	46	\$68,267.58 \$70,315.61	\$88,774.68 \$91,437.92	\$109,281.78 \$112,560.23
6	Assistant Law Director	E	46	\$68,267.58 \$70,315.61	\$88,774.68 \$91,437.92	\$109,281.78 \$112,560.23
7	Building Commissioner	E	46	\$68,267.58 \$70,315.61	\$88,774.68 \$91,437.92	\$109,281.78 \$112,560.23
8	Business Development Manager	E	46	\$68,267.58 \$70,315.61	\$88,774.68 \$91,437.92	\$109,281.78 \$112,560.23
9	Capital Projects Manager	E	46	\$68,267.58 \$70,315.61	\$88,774.68 \$91,437.92	\$109,281.78 \$112,560.23
10	Utilities Commissioner	E	46	\$68,267.58 \$70,315.61	\$88,774.68 \$91,437.92	\$109,281.78 \$112,560.23
11	Facilities Superintendent	E	45	\$63,410.34 \$65,312.65	\$79,263.18 \$81,640.55	\$95,115.00 \$97,968.48
12	Information Systems Manager	E	45	\$63,410.34 \$65,312.65	\$79,263.18 \$81,640.55	\$95,115.00 \$97,968.48
13	Mayor's Action Center Coordinator	E	45	\$63,410.34 \$65,312.65	\$79,263.18 \$81,640.55	\$95,115.00 \$97,968.48
14	Organizational Performance Coordinator	E	45	\$63,410.34 \$65,312.65	\$79,263.18 \$81,640.55	\$95,115.00 \$97,968.48
15	Special Assistant to the Mayor	E	45	\$63,410.34 \$65,312.65	\$79,263.18 \$81,640.55	\$95,115.00 \$97,968.48
16	Sustainability Coordinator	E	45	\$63,410.34 \$65,312.65	\$79,263.18 \$81,640.55	\$95,115.00 \$97,968.48
17	Financial Analyst	E	44	\$56,616.12 \$58,314.60	\$70,770.66 \$72,893.25	\$84,924.18 \$87,471.91
18	Clerk of Council	E	44	\$56,616.12 \$58,314.60	\$70,770.66 \$72,893.25	\$84,924.18 \$87,471.91
19	Building Inspector	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
20	CDBG Program Coordinator/ Planner City Planner I	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
21	City Planner II GIS Coordinator	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
22	City Planner II – Community Planner	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
23	City Planner II – Economic Specialist	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
24	<i>Manager Cain Park Supervisor</i>	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
25	Supervisor Forestry	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
26	Supervisor Sanitation	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
27	Supervisor Streets	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55

ORDINANCE NO. 127-2024(F)

28	Supervisor Vehicle Maintenance	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
29	Supervisor Water/Sewer	E	43	\$50,550.18 \$52,066.69	\$63,187.98 \$65,083.62	\$75,825.78 \$78,100.55
30	Application Manager	E	42	\$45,133.98 \$46,488.00	\$56,418.24 \$58,110.26	\$67,701.48 \$69,732.52
31	Digital & Government TV Program Coordinator	E	42	\$45,133.98 \$46,488.00	\$56,418.24 \$58,110.26	\$67,701.48 \$69,732.52
32	Parks and Recreation Assistant Commissioner	E	42	\$45,133.98 \$46,488.00	\$56,418.24 \$58,110.26	\$67,701.48 \$69,732.52
33	Senior Housing Rehabilitation Specialist	E	42	\$45,133.98 \$46,488.00	\$56,418.24 \$58,110.26	\$67,701.48 \$69,732.52
34	Supervisor - Utility Administration	E	42	\$45,133.98 \$46,488.00	\$56,418.24 \$58,110.26	\$67,701.48 \$69,732.52
35	Graphic Designer	E	41	\$40,298.16 \$41,507.10	\$50,372.70 \$51,883.88	\$60,447.24 \$62,260.66
36	Public Relations Specialist	E	41	\$40,298.16 \$41,507.10	\$50,372.70 \$51,883.88	\$60,447.24 \$62,260.66
37	Officer Manager	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
38	Supervisor Fitness Center	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
39	Supervisor General Recreation	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
40	Supervisor Ice Programs	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
41	Supervisor Office on Aging	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
42	Supervisor Recreation and Aquatics	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
43	Supervisor Sport Programs	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
44	Horticulturist	E	40	\$35,980.50 \$37,059.92	\$44,975.88 \$46,850.46	\$54,991.26 \$56,641.00
45	Executive Assistant to Mayor	NE	19	\$25.28 \$26.04	\$31.60 \$32.54	\$37.91 \$39.05
46	Youth Program Coordinator	NE	19	\$26.04	\$32.54	\$39.05
47	Central Purchasing Administrator	NE	18	\$22.57 \$23.25	\$28.21 \$29.06	\$33.85 \$34.87
48	Assistant Clerk of Council	NE	18	\$22.57 \$23.25	\$28.21 \$29.06	\$33.85 \$34.87
49	Housing Program Coordinator	NE	18	\$22.57 \$23.25	\$28.21 \$29.06	\$33.85 \$34.87
50	Housing Property Investigator	NE	18	\$22.57 \$23.25	\$28.21 \$29.06	\$33.85 \$34.87
51	Paralegal	NE	18	\$22.57 \$23.25	\$28.21 \$29.06	\$33.85 \$34.87
52	Communication Specialist Engineer	NE	17	\$20.15 \$20.75	\$25.18 \$25.94	\$30.22 \$31.13
53	Engineer/Inspector	NE	17	\$20.15 \$20.75	\$25.18 \$25.94	\$30.22 \$31.13
54	Housing Inspector	NE	17	\$20.15 \$20.75	\$25.18 \$25.94	\$30.22 \$31.13

ORDINANCE NO. 127-2024(F)

55	Housing Court Representative	NE	17	\$20.15 \$20.75	\$25.18 \$25.94	\$30.22 \$31.13
56	Housing Rehabilitation Specialist	NE	17	\$20.15 \$20.75	\$25.18 \$25.94	\$30.22 \$31.13
57	Human Resources Generalist	NE	17	\$20.15 \$20.75	\$25.18 \$25.94	\$30.22 \$31.13
58	Legal Secretary	NE	17	\$20.15 \$20.75	\$25.18 \$25.94	\$30.22 \$31.13
59	Accountant	NE	16	\$17.99 \$18.53	\$22.49 \$23.16	\$26.99 \$27.80
60	Audio Engineer	NE	16	\$17.99 \$18.53	\$22.49 \$23.16	\$26.99 \$27.80
61	Camera Operator	NE	16	\$17.99 \$18.53	\$22.49 \$23.16	\$26.99 \$27.80
62	Information Systems Technician	NE	16	\$17.99 \$18.53	\$22.49 \$23.16	\$26.99 \$27.80
63	Payroll Administrator	NE	16	\$17.99 \$18.53	\$22.49 \$23.16	\$26.99 \$27.80
64	Information Systems Technician	NE	16	\$17.99 \$18.53	\$22.49 \$23.16	\$26.99 \$27.80
65	Utility Inspector	NE	16	\$17.99 \$18.53	\$22.49 \$23.16	\$26.99 \$27.80
66	Accounts Payable Coordinator	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
67	Community Relations Assistant	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
68	Human Resources Coordinator	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
69	Planning Technician	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
70	Permit Technician	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
71	Secretary to Director	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
72	Public Works Response Specialist	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
73	Special Projects Coordinator	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
74	Social Media Coordinator	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
75	Special Events Coordinator	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
76	Community Services Specialist Social Worker	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
77	Administrative Assistant	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
78	Mayor Intern	NE	15	\$16.07 \$16.55	\$20.08 \$21.41	\$25.50 \$26.27
79	Office Assistant	NE	14	\$14.34 \$14.77	\$17.93 \$18.46	\$21.51 \$22.16
80	Office Assistant II	NE	14	\$14.34 \$14.77	\$17.93 \$18.46	\$21.51 \$22.16
81	Finance Clerk Receptionist	NE	13	\$12.80 \$13.51	\$16.00 \$16.89	\$19.21 \$20.27

ORDINANCE NO. 127-2024(F)

82	Receptionist	NE	13	\$12.80 \$13.51	\$16.00 \$16.89	\$19.21 \$20.27
83	Utility Billing Clerk	NE	13	\$12.80 \$13.51	\$16.00 \$16.89	\$19.21 \$20.27
84	No current job title	NE	12	\$11.43 \$12.69	NA \$15.87	\$17.15 \$19.05
85	Building Attendant Cashier	NE	11	\$10.21 \$11.17	\$12.76 \$13.84	\$15.31 \$16.51
86	Head Cashier	NE	11	\$10.21 \$11.17	\$12.76 \$13.84	\$15.31 \$16.51
87	Laborer	NE	11	\$10.21 \$11.17	\$12.76 \$13.84	\$15.31 \$16.51
88	Front Desk Assistant Resident Services Supervisor	NE	10	\$9.49 \$11.00	\$11.39 \$14.16	\$17.34 \$17.86
89	Van Driver	NE	10	\$9.49 \$11.00	\$11.39 \$14.16	\$17.34 \$17.86

ELECTED OFFICIALS:

	Position	Classification	Bi-Weekly	Annual Salary
1	Mayor	Elected Official	\$4,423.08	\$115,000.00
2	Council Member	Elected Official	\$356.54	\$9,270.00
3	Council President	Elected Official	\$455.39	\$11,840.00

SEASONAL POSITIONS:

RECREATION PROGRAMS: SWIMMING POOLS:

	Position	Classification	Min	Max
1	Assistant Supervisor	Seasonal	10.10/hour 11.00/hour	16.50/hour 17.00/hour
2	Aquatic Program Supervisor	Seasonal	10.10/hour 11.00/hour	14.48/hour 15.00/hour
3	Cashier	Seasonal	10.10/hour 11.00/hour	13.00/hour 14.00/hour
4	Guard (A.L.S) (Passed ORD #091-2024) • ALS Certificate may earn up to \$17.00 per hour	Seasonal	14.00/hour	16.00/hour
5	Head Guard (Passed ORD #091-2024)	Seasonal	14.00/hour	18.00/hour
6	Head Cashier	Seasonal	10.10/hour 11.00/hour	13.36/hour 15.00/hour
7	Head Coach (Summer)	Seasonal	364.14/ Per biweekly Pay Period	573.68/Per biweekly pay period
8	Head Coach (Assistant)	Seasonal	260.10/Per biweekly pay period	573.68/Per biweekly pay period
9	Learn to Swim Coordinator	Seasonal	260.10/Per season	573.68/Per season
10	Preschool Learn to Swim Coordinator	Seasonal	260.10/Per season	573.68/Per season
11	Pool Attendant	Seasonal	10.10/hour 11.00/hour	11.33/hour 12.50/hour
12	Pool Maintenance	Seasonal	10.10/hour 11.00/hour	11.33/hour 12.50/hour
13	Pool Manager (Passed ORD #091-2024)	Seasonal	15.00/hour	20.00/hour

ORDINANCE NO. 127-2024(F)

14	Private Instructor Fee	Seasonal	2/3 of private instruction; Fees charged and collected	
15	Security Guard	Seasonal	10.10/hour 11.00/hour	10.53/hour 11.50/hour
16	Sports Assistant	Seasonal	10.10/hour 11.00/hour	12.33/hour 13.50/hour
17	Sports Coordinator	Seasonal	10.10/hour 11.00/hour	23.65/hour
18	Sports Supervisor	Seasonal	10.10/hour 11.00/hour	23.65/hour
19	Tennis Court Attendant	Seasonal	10.10/hour 11.00/hour	10.18/hour 12.00/hour
20	Tennis Lesson Instructor	Seasonal	10.40/hour 11.00/hour	18.22/hour
21	Tennis Program Coordinator	Seasonal	2,601.00/per season	4,489.45/per season
22	Umpire	Seasonal	10.40/hour 11.00/hour	23.65/hour
23	Water Aerobics Instructor	Seasonal	182.07/per session	286.84/session

PLAYGROUNDS:

	Position	Classification	Min	Max
1	Private Instructor Fee (Tennis)	Seasonal	2/3 of private instructions; Fees charged and collected	
2	Summer Basketball Coordinator	Seasonal	13.53/hour	20.11/hour
3	Summer Basketball Counselor	Seasonal	11.44/hour	16.55/hour

CAIN PARK THEATRE:

	Position	Classification	Min	Max
1	Actor (Passed ORD# 091-2024)	Seasonal	414.00/week	600.00/week
2	Assistant Box Office Manager (Passed ORD# 091-2024)	Seasonal	15.00/hour	18.00/hour
3	Assistant Operations Manager	Seasonal	350.00/week	550.00/week
4	Assistant Production Manager (Passed ORD# 091-2024)	Seasonal	400.00/week	720.00/week
5	Assistant Stage Manager (Passed ORD# 091-2024)	Seasonal	414.00/week	550.00/week
6	Assistant to General Manager (Passed ORD# 091-2024)	Seasonal	400.00/week	720.00/week
7	Box Office Manager (Passed ORD# 091-2024)	Seasonal	15.00/hour	20.00/hour
8	Box Office Staff (Passed ORD# 091-2024)	Seasonal	11.00/hour	15.00/hour
9	Carpenter	Seasonal	300.00/week	500.00/week
10	Concession Shift Supervisor (Passed ORD# 091-2024)	Seasonal	12.00/hour	16.00/hour
11	Concession Worker	Seasonal	11.00/hour	15.00/hour

ORDINANCE NO. 127-2024(F)

	(Passed ORD# 091-2024)			
12	Costume Shop Manager	Seasonal	350.00/week	550.00/week
13	House Manager (Passed ORD# 091-2024)	Seasonal	300.00/week	450.00/week
14	Operations Assistant (Passed ORD# 091-2024)	Seasonal	300.00/week	600.00/week
15	Operations Manager (Passed ORD# 091-2024)	Seasonal	450.00/week	800.00/week

ICE SKATING RINK:

	Position	Classification	Min	Max
1	Cashier	Seasonal	10.10/hour 11.00/hour	13.36/hour 14.00/hour
2	Hockey Director	Seasonal	2,184.84/per season	2,300.00/per season
3	Ice Safety Guard	Seasonal	10.10/hour 11.00/hour	12.20/hour 13.50/hour
4	Ice Professional Private	90% of private instruction fees charged and collected. Or a flat fee of \$75.00 (if instructor teaches a minimum of four Learn to Skate classes per session) or \$150.00 (if instructor does not teach or is no longer available for the minimum number of Learn to Skate classes)		
5	Ice Professional Group	Seasonal	16.65/hour	57.31/hour
6	Learn to Skate Coordinator	Seasonal	208.08/per week	520.00/per week
7	Office Assistant	Seasonal	10.10/hour 11.00/hour	12.26/hour 13.50/hour
8	Supervisor – Assistant	Seasonal	10.10/hour 11.00/hour	15.76/hour
9	Supervisor – Head	Seasonal	10.10/hour 11.00/hour	18.22/hour

YOUTH SPORTS PROGRAMS:

	Position	Classification	Min	Max
1	Youth Hockey Coach	Seasonal	10.40/hour or 2,601.00/per season 11.00/hour or 2,750.00/per season	22.96/hour or 4,592.00/per season
2	Youth Hockey Program Coordinator	Seasonal	10.40/hour or 2,601.00/per season 11.00/hour or 2,750.00/per season	22.96/hour or 4,265.00/per season
3	Youth Hockey Skating Instructor	Seasonal	10.40/hour 11.00/hour	45.92/hour
4	Basketball Supervisor	Seasonal	10.10/hour or 520.20/per season 11/hour or 572.00/per season	13.91/hour or 2,296.00/per season

ORDINANCE NO. 127-2024(F)

5	Basketball Coordinator	Seasonal	10.40/hour or 2,080.00/winter or 2,601.00/summer 11/hour or 2,200/winter or 2,750.00/summer	22.96/hour or 3,171.00/winter or 4,318.00/summer
6	Girls Softball League Supervisor	Seasonal	10.10/hour or 1,040.40/per season 11.00/hour or 1,133/summer	13.78/hour or 2,296.00/per season
7	Youth Baseball League Supervisor	Seasonal	10.10/hour or 1,040.40/per season 11.00/hour or 1,133/summer	13.78/hour or 2,870.00/per season
8	League/Program/Camp Assistant	Seasonal	10.10/hour 11.00/hour	10.18/hour 12.00/hour
9	Sports Camp Supervisor/Instructor	Seasonal	10.10/hour or 2,601.00/per season 11.00/hour 2,750.00/ per season	13.91/hour or 1,148.00/per season
10	Sports Coordinator	Seasonal	10.40/hour 11.00/hour	23.65/hour
11	Sports Program Assistant	Seasonal	10.10/hour 11.00/hour	12.33/hour 13.50/hour

ADULT SPORTS PROGRAMS:

	Position	Classification	Min	Max
1	League/Program Supervisor	Seasonal	10.40/hour or 1,040.40/per season 11.00/hour 1,133/per season	22.96/hour or 2,296.00/per season
2	Softball Umpire-In-Chief / Assistant Umpire in Chief	Seasonal	10.40/hour or 1,040.40/per season 11.00/hour 1,133/per season	22.96/hour/ or 1,722.00/per season

FIELDHOUSE/FITNESS CENTER

	Position	Classification	Min	Max
1	Fitness Center Assistant	Seasonal	10.10/hour 11.00/hour	11.07/hour 12.00/hour
2	Fitness Center Coordinator	Seasonal	10.10/hour 11.00/hour	13.36/hour 14.00/hour
3	Fieldhouse Instructor / Aerobics Instructor	Seasonal	10.40/hour 11.00/hour	13.64/hour 14.50/hour
4	Front Desk Assistant	Seasonal	10.10/hour 11.00/hour	14.39/hour
5	Personal Trainer	Seasonal	10.40/hour or 70% of rate charged by trainer 11.00/hour or 70% of rate charged by trainer	12.64/hour or 70% of rate of charged by trainer

ORDINANCE NO. 127-2024(F)

6	Head of Personal Training Services	Additional 5% of total personal training program revenue (3% City portion/ 2% Trainer portion) for administration of the program.
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MISCELLANEOUS:

1. The Mayor shall also serve without additional compensation as Director of Public Safety and Director of Public Services.
2. In addition to the salary provided herein, the Director of Law and the Assistant Law Directors may be compensated at an overtime rate not to exceed \$250.00 per hour for time spent representing the City in court appearances and special projects over and above normal work hours as approved by the Mayor.
3. School Crossing Guard:
 - ~~\$40.49 per day (based upon a 4-hour day)~~
 - \$44.00 per day (based upon a 4-hour day)
 - ~~\$10.12 per hour~~
 - \$11.00 per hour
4. "Minimum" and "maximum" as used in this Section are exclusive of provisions for longevity, sick leave and vacation conversion, health care, deferred compensation, and other forms of non-salary compensation for which express authority is provided by ordinance.
5. To reduce criminal activity and promote safe neighborhoods, the Mayor may lease or transfer City-owned property to Basic Patrol Officers and/or members of the Classified Service of the Division of Police at fair market value.
6. The Mayor shall have the authority, when deemed in the best interests of the City, to issue a monetary car allowance in lieu of issuing a City-owned vehicle to an employee.
7. The Mayor shall have the authority, when deemed in the best interests of the City, to issue a cost of living adjustment in the form of a one-time lump sum payment to an employee.
8. The Mayor shall have the authority, when deemed in the best interests of the City, to grandfather an employee whose current rate of pay exceeds the maximum range of the salary grade identified in the 2018 Compensation Study.
9. The Mayor shall have the authority, when deemed in the best interest of the City, to issue a cost of living adjustment not to exceed 2% to a grandfathered employee whose rate of pay exceeds the maximum range of the salary grade identified in the 2018 Compensation Study.

BOARD AND COMMISSION MEMBERS:

1. Architectural Board of Review:
 - \$90.00 per meeting attended (Three members, each)

ORDINANCE NO. 127-2024(F)

- \$90.00 per meeting attended (Two Alternate Members, each - at request of ABR Secretary)
2. Board of Zoning Appeals:
- \$90.00 per meeting attended (Five Members, each)
 - One Alternate Member (at request of Planning and Development Director)
3. Civil Service Commission:
- \$90.00 per meeting attended (Three Members, each)
4. Planning Commission:
- \$90.00 per month (Seven Members, each - provided the member attends at least one meeting, either regular or special during the month)

SECTION 2. **POLICE**

Sworn members of the Police Department who are members of the police bargaining units shall have the terms, conditions, and benefits of employment as described in the labor agreement and other related documents between the City of Cleveland Heights and the Northern Ohio Patrolmen's Benevolent Association. The agreement covers the period commencing August 2, 2021, through March 31, 2024, and may be extended by agreement of the parties. A copy of the labor agreement and related documents is on file in the Office of the Mayor.

SECTION 3. **FIRE**

Sworn members of the Fire Department who are represented by the International Association of Fire Fighters shall have the terms, conditions, and benefits of employment as described in the labor agreement and other related documents between the City of Cleveland Heights and the International Association of Fire Fighters. The agreement covers the period commencing April 1, 2024, through March 31, 2027, and may be extended by agreement of the parties. The paramedic compensation, academic achievement bonus, and the clothing maintenance allowance shall apply to all sworn members of the Department. A copy of the labor agreement and other related documents are on file in the Office of the Mayor.

SECTION 4. **PUBLIC WORKS and PARKS & RECREATION**

Employees in the bargaining unit as described in the memorandum of understanding and other related documents between the City of Cleveland Heights and Laborer's International Union of North America, Laborer's Local 860 of Cleveland representing Service Employees, shall have the terms, conditions, and benefits of employment as described in said memorandum of understanding and other related documents. That agreement covers the time period commencing upon execution through March 31, 2025, and may be extended by agreement of the parties. A copy of the memorandum of understanding and other related documents are on file in the Office of the Mayor. Employees may be eligible for supervisor premium pay when such duties are assumed due to absence.

SECTION 5. **MUNICIPAL COURT**

Judge: Base pay according to the Ohio Revised Code 1901.11 is \$61,750.00.

ORDINANCE NO. 127-2024(F)

Administrative Judge: compensation: \$1,500.00

Total salary: \$63,250.00

	Position	Min	Max
1	Acting Clerk of Council	\$52,020.00 \$53,580.60	\$66,710.04 \$68,711.34
2	Chief Bailiff	\$32,148.36 \$33,112.81	\$83,232.00 \$85,728.96
3	Chief Deputy Clerk	\$36,414.00 \$37,506.42	\$67,626.00 \$69,654.78
4	Clerk of Court	\$46,816.00 \$48,222.54	\$93,636.00 \$96,445.08
5	Chief Accounting Clerk	\$26,010.00 \$26,790.30	\$41,616.00 \$42,864.48
6	Chief Probation Officer	\$31,212.00 \$32,148.36	\$72,828.00 \$75,012.84
7	Court Administrator	\$32,148.36 \$33,112.81	\$83,232.00 \$85,728.96
8	Deputy Bailiff	\$23,929.20 \$24,647.08	\$52,020.00 \$53,580.60
9	Deputy Clerk	\$23,929.20 \$24,647.08	\$45,696.00 \$47,066.88
10	Housing Specialist	\$31,212.00 \$32,148.36	\$63,138.00 \$65,032.14
11	Information Systems Technician	\$26,010.00 \$26,790.30	\$41,616.00 \$42,864.48
12	Law Clerk (per hour)	\$10.51 \$10.83	\$17.09 \$17.60
13	Magistrate	\$36,414.00 \$37,506.42	\$98,577.90 \$101,535.24
14	Probation	\$31,212.00 \$32,148.36	\$61,924.20 \$63,781.93
15	Secretary	\$23,929.20 \$24,664.708	\$45,049.32 \$46,400.80
16	Security (per hour)	\$17.69 \$18.22	\$26.01 \$26.79

The compensation herein provided for and approved shall be payable in the manner and from the sources as provided for by applicable provisions of the Ohio Revised Code.

SECTION 6. VACATION

(a) All full-time permanent city employees shall accrue vacation leave according to the following schedule:

ALL FULL-TIME PERMANENT CITY EMPLOYEES:

Length of Service	Accrual Per Pay Period
Up to and including the sixth year	3.08 hours
7 up to and including 12 years	4.60 hours
13 up to and including 18 years	6.20 hours

ORDINANCE NO. 127-2024(F)

Length of Service	Accrual Per Pay Period
19 years or more	7.70 hours

Accrual of vacation days shall be by pay period and begin in the pay period in which the employee's first day of employment occurs. Vacation leave requests will be granted by the department heads in line with the needs of the department. To accommodate scheduling needs, vacation leave may be taken before actually accrued upon approval of the Mayor. When an employee terminates employment with the city, the Mayor shall deduct from the employee's final pay periods the number of hours of vacation leave taken but not yet accrued. No more than the amount of vacation accrued in the previous twelve-month period may be carried forward into the next calendar year. Employees shall be paid for vacation leave accrued, but unused, at the time of separation provided the paid vacation does not exceed the employee's eligible annual accrual and further provided that such employee has worked six (6) months or more.

(b) Permanent part-time employees with a base schedule of 20 or more hours per week will accrue vacation. Permanent part-time employees shall accrue hours based on the actual hours worked in the preceding pay period divided by 80 hours multiplied by the accrual per pay period.

Period Length of Service	Accrual Per Pay
Up to and including the fourth year	1.54 hours
5 up to and including 6 years	3.08 hours
7 up to and including 11 years	4.6 hours
12 up to and including 17 years	6.2 hours
18 years or more	7.7 hours

No more than the amount of vacation accrued in the previous twelve-month period may be carried forward into the next calendar year. Exceptions to the maximum carryover amount, vacation hours payouts, and vacation hours conversion to compensatory time may be granted at the discretion of the Mayor. Employees shall be paid for vacation leave accrued, but unused, at the time of separation provided the paid vacation does not exceed the employee's eligible annual accrual and further provided that such employee has worked six (6) months or more.

All other full-time employees who transfer from any public agency in the State of Ohio to the City of Cleveland Heights may receive credit for the length of their consecutive service in the former public agency, in accordance with the provisions of the Administrative Code, for purposes of determining accrual of vacation leave during their employment with the City of Cleveland Heights. Accrual of vacation for transfer employees shall be determined according to the schedule set out in subsection (a). Employees who wish to receive credit for their prior public service shall obtain a certified copy of their employment record from their prior employer.

Vacation leave granted under this Section shall be administered pursuant to rules adopted by the Mayor.

(c) For purposes of this Section, the hourly rate of payment for accrued vacation leave shall be determined by the following formula: annual base pay at the time of employee separation divided by 2,080 hours.

ORDINANCE NO. 127-2024(F)

SECTION 7. SICK LEAVE

Full-time permanent employees may be eligible for paid sick leave. Sick leave will be accrued at the rate of 4.6 hours per pay period. Approved sick leave taken shall be charged against the employee's accumulated sick leave.

The amount of unused sick leave accumulated as of December 17, 1976 by permanent full-time employees shall be determined under the applicable terms of the Ordinances of the City of Cleveland Heights.

Employees who transfer from any public agency in the State of Ohio to the City of Cleveland Heights may receive credit for unused sick leave accrued during such prior public employment, in accordance with the provisions of the Administrative Code. Credit for accrued sick leave shall not exceed the limits specified for all other employees in subsection (a). Employees who wish to receive credit for accrued sick leave under this subsection shall obtain a certified copy of their sick leave record from their former employer within thirty (30) days of hire. Documentation received after thirty (30) days will be accepted; however, any service accrual granted will start from the beginning of the pay period in which the documentation is received.

All full-time, permanent employees who are in the employ of the City and who have been in the employ of the City for over ten (10) consecutive years may be eligible for payment for accrued unused sick leave earned at the City of Cleveland Heights, accumulated from January 1, 1969 upon termination of their employment for other than disciplinary reasons. The aforesaid requirement that the sick leave be earned at the City of Cleveland Heights shall apply only to employees hired after April 1, 1990. An employee shall be paid out one-quarter (.25) or 25% of sick time accumulated with a maximum of 960 hours for payout purposes. Therefore, the maximum payout that could be achieved is 240 hours.

Accrued Sick Leave	Conversion Ratio
0 - 960 Hours	1/4
961+ Hours	Not Eligible

For purposes of this Section, the hourly rate of payment for accrued sick leave shall be determined by the following formula: annual base pay at the time of termination of employment divided by 2,080 hours.

No employee shall be entitled to sick leave compensation in the event of injury, occupational disease, or sickness resulting directly and proximately from the performance of any gainful employment or self-employment other than with the City of Cleveland Heights. A determination not to provide sick leave compensation under this Section shall be made by the Mayor, who shall adopt rules relating to the making of such determination.

Sick leave granted under this Section shall be administered pursuant to rules adopted by the Mayor.

ORDINANCE NO. 127-2024(F)

SECTION 8. LEGAL HOLIDAYS

(a) The following-named days shall be deemed paid holidays for all employees. No employee shall be required to work on such holidays unless it is determined by the Mayor that public necessity requires his or her services.

- | | |
|-----------------------------------|---------------------------------------|
| 1. The first day of January; | 8. The eleventh day of November; |
| 2. The third Monday in January; | 9. The fourth Thursday in November; |
| 3. The third Monday in February; | 10. The fourth Friday in November; |
| 4. The last Monday in May; | 11. The twenty-fifth day of December; |
| 5. The nineteenth day in June; | 12. Personal Day; |
| 6. The fourth day of July; | 13. Personal Day |
| 7. The first Monday in September; | |

(b) If any such day falls upon a Sunday, the Monday following shall be deemed to be the holiday. If any such day falls upon a Saturday, the Friday immediately preceding shall be deemed to be the holiday.

(c) Employees paid by the day or hour may be granted leaves of absence with full pay on any holiday named herein when, in the judgment of the Mayor, the public service will not be impaired by their absence.

(d) The foregoing notwithstanding, officers and employees who are exempt employees under the Fair Labor Standards Act shall receive no extra compensation if required to work on any holiday named herein.

SECTION 9. DEFERRED COMPENSATION PLANS

(a) The City shall sponsor a 457(b) Plan through payroll deductions, through one or more vendors subject to Council approval.

(b) The administration of the Deferred Compensation Plans shall be under the direction of a committee of three (3) members which shall include the Director of Finance, the Mayor or his or her designee, and one other employee who shall be appointed by the Mayor and shall be a participating member of the Plan. Payroll deductions shall be made in each instance by the Director of Finance.

(c) The Deferred Compensation Plans hereby authorized shall exist and serve in addition to retirement, pension or benefit systems established for the benefit of employees of the City and no deferral of income under the Deferred Compensation Plans shall affect a reduction of any retirement, pension or other benefit provided by law. However, any sum deferred under a Deferred Compensation Plan shall not be included for the purposes of any taxes withheld on behalf of any such employee, except municipal income tax.

(d) In order to encourage and reward extraordinary employee dedication and performance, the Mayor may award a particular employee additional non-salary compensation through contributions to an employee's deferred compensation account.

ORDINANCE NO. 127-2024(F)

SECTION 10. **WORK DAYS AND WORK HOURS**

(a) City Hall shall be open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Scheduling of employees to meet the needs of such hours of business shall be conducted through the Mayor.

(b) The normal work hours for employees of the following designated classifications shall be as follows:

1. Employees working in job classifications defined as exempt by the Fair Labor Standards Act, as determined by the Mayor after consultation with the Director of Law, shall work such hours as determined by the Mayor.
2. Employees working in jobs defined as non-exempt by the Fair Labor Standards Act, as determined by the Mayor after consultation with the Director of Law, shall work thirty-eight (38) hours to forty (40) hours per week as determined by the Mayor. Days of the week and work hours shall be in accordance with the needs of the city, which shall be determined by the Mayor.
3. The Clerk of Courts office shall be open from 8:30 a.m. through 5:00 p.m. or as otherwise determined by the Municipal Court Judge. Employees shall work such hours as established by the Municipal Court Judge.

SECTION 11. **HEALTH CARE INSURANCE AND ANCILLARY BENEFITS**

(a) The City shall purchase or subscribe to and maintain in full force and effect for each full-time employee of the City a health care insurance plan, including medical-surgical protection, covering hospital and surgical benefits and related coverage, through one or more vendors subject to Council approval. Such health care insurance plan shall be maintained so long as such employee remains in the employ of the City. The City shall contribute eighty-eight percent (88%) of the cost of Base Plan B, and the employee shall be responsible for any costs above the amount of established employer contribution, i.e., twelve percent (12%) of the cost for coverage.

(b) All full-time employees shall be offered participation in a prescription plan through one or more vendors subject to Council approval.

(c) The City shall offer dental coverage for each full-time employee from one or more vendors subject to Council approval. Such coverage shall have a maximum benefit of \$1,500 per person. Coverage shall include two (2) yearly cleanings and check-up exams and coverage of eighty percent (80%) of basic and major services, less deductibles. Orthodontia benefits for dependents age 19 or younger also shall be offered with a \$1,000 maximum benefit per dependent.

(d) The City shall offer a vision plan for each full-time employee from one or more vendors subject to Council approval. Such coverage shall have a maximum reimbursement of \$150 per person.

(e) The City shall offer a Flexible Spending Account for qualified medical or dependent care expenses to be funded with employee gross earnings through one or more vendors subject to Council approval.

(f) The City shall offer all employees access to an Employee Assistance Program.

ORDINANCE NO. 127-2024(F)

The Employee Assistance Program (EAP) provided by the City offers a range of services, including:

- Short-term counseling
- Assistance with locating reliable childcare
- Assistance with general and special educational needs
- Resources for the elderly
- No-cost attorney consultations with a discount if retained
- No-cost financial consultations
- Nutritional coaching
- Fitness coaching

Regarding health care insurance and ancillary benefits for individual, part-time employees, their availability may be determined by the Mayor pursuant to Codified Ordinance Section 139.20.

SECTION 12. LIFE INSURANCE

- The City provides life insurance of \$10,000 for each full-time employee until they reach age 70.
- At age 70, benefits are reduced by 35%.
- At age 75, benefits are reduced an additional 20%.
- Accidental death and dismemberment insurance are provided at no cost to full-time employees.
- Employees have the option to buy additional term insurance through payroll deductions through one or more vendors subject to City Council approval.

SECTION 13. LONGEVITY COMPENSATION

In addition to their regular permanent employees covered by this Ordinance shall be paid for each biweekly pay period additional compensation for length of services, as follows:

Full-Time Employees:

Period Length of Service	Compensation
1 st through 5 th year of service	No entitlement
6 th through 10 th year of service, inclusive	16.92
11 th through 15 th year if service, inclusive	33.85
16 th through 20 th year of service, inclusive	51.24
21 st through 25 th year of service, inclusive	69.23

ORDINANCE NO. 127-2024(F)

Period Length of Service	Compensation
26 th year and thereafter	76.93

Part Time Employees:

Period Length of Service	Compensation
1 st through 5 th year of service	No entitlement
6 th through 10 th year of service, inclusive	8.46
11 th through 15 th year if service, inclusive	16.92
16 th through 20 th year of service, inclusive	25.62
21 st through 25 th year of service, inclusive	34.61
26 th year and thereafter	38.46

- The amount varies based on years of service for both full-time and part-time employees.
- Longevity compensation takes effect for the entire pay period following the employee's anniversary.
- All service on a full-time basis with the City is considered, and only full months of service are considered for credit for prior periods of employment.

SECTION 14. **OVERTIME**

All employees working in job classifications defined as non-exempt by the Fair Labor Standards Act, as determined by the Mayor after consultation with the Director of Law, shall be compensated for overtime at a rate of one and one-half (1.5) times their regular hourly rate of pay. Overtime as used herein shall mean time actually worked over and above forty (40) hours per week when ordered to do so by the Mayor or his designee.

The Mayor shall have the authority, when deemed in the best interests of the City, to pay overtime to those individuals defined as exempt by the Fair Labor Standards Act, as determined by the Mayor in consultation with the Director of Law, at a rate not to exceed one and one-half (1.5) times their regular rate of pay.

SECTION 15. **EMPLOYEE INDEMNIFICATION**

- The City complies with Chapter 2744 of the Ohio Revised Code relating to employee indemnification.

SECTION 16. **PENSION**

- All employees are covered under the Public Employees Retirement System of Ohio, unless covered by the Ohio Police & Fire Pension Fund.
- The City makes all required contributions to the pension system as mandated by law.

SECTION 17. **SUPERSEDING PROVISIONS**

ORDINANCE NO. 127-2024(F)

- If a provision in this ordinance is covered by a separate labor agreement described in Sections 2, 3, 4, 5, or 6, the labor agreement supersedes the provision of this ordinance.

SECTION 18. **EFFECTIVE DATE AND REPEAL**

- The ordinance is effective as of midnight, April 1, 2024.
- It repeals Ordinance No. 038-2024 and all related amendments and provisions inconsistent with this ordinance as of the same date.

SECTION 19. **NOTICE**

- Notice of the passage of this ordinance will be given by publishing the title and abstract of contents in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 20. It is necessary that this Ordinance become immediately effective as an emergency measure necessary for the preservation of public peace, health and safety of the inhabitants of the City of Cleveland Heights such emergency being the need to provide adequate compensation for various officers and employees of the City to retain satisfactory personnel. If the ordinance receives an affirmative vote from five or more members elected or appointed to the Council, it will take effect immediately upon passage. Otherwise, it will take effect from and after the earliest time allowed by law.



TONY CUD
President of Council



ADDIE BALESTER
Clerk of Council

PASSED: August 19, 2024

Presented to Mayor: 08/20/2024 Approved: 08/28/2024

A handwritten signature in blue ink, appearing to read 'Kahlil Seren', is positioned above a horizontal line.

KAHLIL SEREN
Mayor