

ORDINANCE NO. 023-2025(AS), *Third
Reading (Amended 04.21.2025)*

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;" and

WHEREAS, the City of Cleveland Heights is addressing issues related to pay equity, pay compression, and compensation levels relative to cost-of-living inflation for employees not covered under collective bargaining agreements; and

WHEREAS, the City of Cleveland Heights seeks to maintain a competitive compensation structure to ensure that the Administration can attract and retain highly talented, skilled, and experienced public employees; and

WHEREAS, the City Administration entered into a professional services agreement with The Archer Company LLC, to perform a classification and compensation study to update the compensation structure for permanent full- and part- time positions to ensure that it is fair, balanced, and equitable, and recognizes current and future employees and attracts highly qualified candidates; and

WHEREAS, the City Administration, having received the recommendations of the classification and compensation study from The Archer Company LLC, is requesting approval of the updated classification and compensation structure based on the results of the study.

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

SECTION 1. The proposed updated wage and salary schedule for permanent full- and part-time employees not covered by a collective bargaining agreement, a copy of which wage and salary schedule is attached hereto as Exhibit 1 and incorporated herein fully by reference, is hereby approved.

SECTION 2. The amended job classification schedule for permanent full- and part-time employees not covered by a collective bargaining agreement, a copy of which amended job classification schedule is attached hereto as Exhibit 2 and incorporated

herein by reference, is hereby approved.

SECTION 3. The wage and job classification schedule for seasonal employees a copy of which wage and job classification schedule is attached hereto as Exhibit 3 and incorporated herein fully by reference, is hereby approved.

SECTION 4. Elected Officials

(a) The following municipal elected officials will receive salaries according to the following schedule:

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

(b) The Municipal Court Judge will receive compensation in accordance with Ohio Revised Code Section 1901.11.

SECTION 5. Members of the following Boards and Commissions will receive compensation as outlined in this Section.

(a) Architectural Board of Review

1. \$115.00 per meeting attended (Three members, each)
2. \$115.00 per meeting attended (Two alternate members, each – at request of ABR Secretary)

(b) Board of Zoning Appeals

1. \$115.00 per meeting attended (Five members, each)
2. \$115.00 per meeting attended (One alternate member, at request of Planning and Development Director)

(c) Civil Service Commission

1. \$115.00 per meeting attended (Three members, each)

(d) Planning Commission

1. \$115.00 per month (Seven members, each – provided the member attends at least one meeting, either regular or special, during the month)

(e) Landmark Commission

1. \$115.00 per meeting attended (Seven members, each)

SECTION 6. Police

Sworn members of the Police Division of the Department of Public Safety who are members of the police bargaining units shall have the terms, conditions, and benefits of employment as described in the current labor agreements and other related documents between the City of Cleveland Heights and the Northern Ohio Patrolmen's Benevolent Association. A copy of

the labor agreement and related documents is on file in the Office of the Mayor.

SECTION 7. Fire

Sworn members of the Fire Division of the Department of Public Safety who are represented by the International Association of Fire Fighters shall have the terms, conditions, and benefits of employment as described in the current labor agreement and other related documents between the City of Cleveland Heights and the International Association of Fire Fighters. The paramedic compensation, academic achievement bonus, and the clothing maintenance allowance shall apply to all sworn members of the Division. A copy of the labor agreement and other related documents are on file in the Office of the Mayor.

SECTION 8. Public Works and Parks & Recreation

Employees in the bargaining unit as described in the current labor agreement 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 labor agreement and other related documents. A copy of the labor agreement 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 9. 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
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.

SECTION 10. 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.

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

(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 12. 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 effect 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, subject to Council approval, may award a particular employee additional non-salary compensation through contributions to an employee's deferred compensation account.

SECTION 13. 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 14. 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. 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 15. Life Insurance

- (a) The City provides life insurance of \$10,000 for each full-time employee until they reach age 70.
- (b) At age 70, benefits are reduced by 35%.
- (c) At age 75, benefits are reduced an additional 20%.
- (d) Accidental death and dismemberment insurance are provided at no cost to full-time employees.
- (e) Employees have the option to buy additional term insurance through

payroll deductions subject to City Council approval.

SECTION 16. Longevity Compensation

- (a) Permanent employees covered by the ordinance receive additional compensation for length of service during each biweekly pay period.
- (b) The amount varies based on years of service for both full-time and part-time employees.
- (c) Longevity compensation takes effect for the entire pay period following the employee's anniversary.
- (d) 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 17. Overtime

- (a) Non-exempt employees are compensated for overtime at a rate of 1.5 times their regular hourly rate of pay for hours worked over 40 per week.
- (b) Exempt employees may be paid overtime at a rate not exceeding 1.5 times their regular rate of pay if deemed in the best interests of the City.
- (c) Notwithstanding the above, 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.

SECTION 18. Employee Indemnification: The City complies with Chapter 2744 of the Ohio Revised Code relating to employee indemnification.

SECTION 19. Pension

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

SECTION 20. Superseding Provisions: If a provision in this ordinance is covered by a separate labor agreement as described herein, the labor agreement supersedes the provision of this ordinance as it relates to employees covered by such labor agreement.

SECTION 21. Effective Date, Severability, and Repeal

- (a) The ordinance is effective at the earliest time allowed by the City Charter, Cleveland Heights Codified Ordinances, and General Law
- (b) The effective date of each provision may be separately determined

in accordance with the above.

- (c) This ordinance repeals Ordinance No. 127-2024 and all related ordinances and resolutions inconsistent with this ordinance.

SECTION 22. Miscellaneous Provisions

- (a) If revenues received by the City are not sufficient to meet the foregoing salaries, all salaries may be reduced by the Mayor to a point which will not exceed the appropriated revenues of the City.
- (b) 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.
- (c) Additional temporary classifications may be established by the Mayor when, in the judgement 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 the maximum rate.
- (d) "Maximum" and "minimum" as used in the wage and salary schedules herein 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.
- (e) 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.
- (f) 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.
- (g) The Mayor, subject to Council approval, 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.

SECTION 23. It is found and determined that all formal actions of the Council 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 24. 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, or by posting the full text of this Ordinance to the City of Cleveland Heights website.

SECTION 25. It is necessary that this Ordinance become immediately effective as an emergency measure necessary for the preservation of public peace, health, and welfare in the City of Cleveland Heights. This emergency measure is necessary 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 CUDA
President of Council



ADDIE BALESTER
Clerk of Council

PASSED: May 5, 2025

Presented to Mayor: 05/07/2025 Approved: 05/13/2025



KAHLIL SEREN
Mayor

Ord. No. 23-2025

Exhibit 1 – Salary and Wage Schedule for permanent full- and part-time employees not covered by a collective bargaining agreement

Grade	Min Annual	Min Hourly	Mid Annual	Mid Hourly	Max Annual	Max Hourly
1	\$33,981.00	\$16.34	\$40,777.00	\$19.60	\$47,574.00	\$22.87
2	\$36,752.00	\$17.67	\$44,102.00	\$21.20	\$51,453.00	\$24.74
3	\$39,523.00	\$19.00	\$47,428.00	\$22.80	\$55,332.00	\$26.60
4	\$42,294.00	\$20.33	\$50,753.00	\$24.40	\$59,212.00	\$28.47
5	\$45,065.00	\$21.67	\$54,078.00	\$26.00	\$63,091.00	\$30.33
6	\$47,836.00	\$23.00	\$57,403.00	\$27.60	\$66,970.00	\$32.20
7	\$50,607.00	\$24.33	\$60,728.00	\$29.20	\$70,850.00	\$34.06
8	\$53,378.00	\$25.66	\$64,053.00	\$30.79	\$74,729.00	\$35.93
9	\$56,149.00	\$26.99	\$67,378.00	\$32.39	\$78,608.00	\$37.79
10	\$58,920.00	\$28.33	\$70,704.00	\$33.99	\$82,488.00	\$39.66
11	\$61,691.00	\$29.66	\$74,029.00	\$35.59	\$86,367.00	\$41.52
12	\$64,462.00	\$30.99	\$77,354.00	\$37.19	\$90,246.00	\$43.39
13	\$67,232.00	\$32.32	\$80,679.00	\$38.79	\$94,126.00	\$45.25
14	\$70,003.00	\$33.66	\$84,004.00	\$40.39	\$98,005.00	\$47.12
15	\$72,774.00	\$34.99	\$87,329.00	\$41.99	\$101,884.00	\$48.98
16	\$75,545.00	\$36.32	\$90,655.00	\$43.58	\$105,764.00	\$50.85
17	\$79,702.00	\$38.32	\$95,642.00	\$45.98	\$111,583.00	\$53.65
18	\$85,244.00	\$40.98	\$102,293.00	\$49.18	\$119,341.00	\$57.38
19	\$90,786.00	\$43.65	\$108,943.00	\$52.38	\$127,100.00	\$61.11
20	\$96,328.00	\$46.31	\$115,593.00	\$55.57	\$134,859.00	\$64.84
21	\$101,870.00	\$48.98	\$122,244.00	\$58.77	\$142,618.00	\$68.57
22	\$107,411.00	\$51.64	\$128,894.00	\$61.97	\$150,376.00	\$72.30
23	\$112,953.00	\$54.30	\$135,544.00	\$65.17	\$158,135.00	\$76.03
24	\$118,495.00	\$56.97	\$142,194.00	\$68.36	\$165,894.00	\$79.76
25	\$124,037.00	\$59.63	\$148,845.00	\$71.56	\$173,652.00	\$83.49

Exhibit 2 – Job Classification Schedule for permanent full- and part-time employees not covered by a collective bargaining agreement

Salary Grade	Position	FLSA Exempt/Non-exempt
1		
	Receptionist	Non-exempt
	Van Driver	Non-exempt
	Front Desk Assistant	Non-exempt
	Building Attendant	Non-exempt
	Cashier	Non-exempt
	Finance Clerk	Non-exempt
2		
	Administrative Assistant	Non-exempt
	Mayoral Intern	Non-exempt
	Office Assistant I	Non-exempt
	Deputy Clerk I	Non-exempt
3		
	Billing Clerk	Non-exempt
	Office Assistant II	Non-exempt
	Deputy Clerk II	Non-exempt
	Permit Technician	Non-exempt
	Planning Technician	Non-exempt
4		
	Human Resources Coordinator	Non-exempt
	Office Manager	Exempt
5		
	Deputy Bailiff	Non-exempt
	Deputy Clerk III	Non-exempt
	Special Projects Coordinator	Non-exempt
	Public Works Response Specialist	Non-exempt
	Secretary to Director	Non-exempt
6		
	Accounts Payable Coordinator	Non-exempt
	Camera Operator	Non-exempt
	Audio Engineer	Non-exempt
	City Planner I	Non-exempt
	Community Services Specialist	Non-exempt
	Information Systems Technician	Non-exempt
	Paralegal	Non-exempt
7		

Salary Grade	Position	FLSA Exempt/Non-exempt
7	Accountant I	Non-exempt
	Special Events Coordinator	Non-exempt
	Housing Property/Bldg. Inspector I	Non-exempt
	Housing Rehab Specialist	Non-exempt
	Housing Specialist	Non-exempt
	Planning Clerk	Non-exempt
	Payroll Administrator	Non-exempt
	Planning/Zoning Inspector	Non-exempt
	Probation Officer	Non-exempt
	Utility Inspector	Non-exempt
8		
	Central Purchasing Administrator	Exempt
	Chief Deputy Clerk	Non-exempt
	Economic Development Specialist	Exempt
	Horticulturist	Exempt
	Housing Court Representative/Inspector	Non-exempt
	Housing Investigator/Inspector	Non-exempt
	Housing Program Coordinator	Non-exempt
	Housing Property/Bldg. Inspector II	Non-exempt
	Youth Program Coordinator	Exempt
	Supervisor - Fitness Center	Exempt
	Supervisor - General Recreation	Exempt
	Supervisor - Ice & Aquatics	Exempt
	Supervisor - Sports Programs	Exempt
	Supervisor - Office on Aging	Exempt
	Supervisor - Utilities Administration	Exempt
9		
	Accountant II	Exempt
	Application Support Manager	Exempt
	Assistant Commissioner	Exempt
	Assistant General Manager - Cain Park	Exempt
	Chief Probation Officer	Exempt
	City Planner II	Exempt
	Communications Specialist I	Exempt
	Construction Inspector/Engineer	Non-exempt
	Executive Assistant	Exempt
	Housing Property/Bldg. Inspector III	Exempt
	Human Resources Generalist	Exempt
	Production Manager - Cain Park	Exempt
	Marketing/Communications Specialist	Exempt
	Police Academy Instructor	Non-exempt

Salary Grade	Position	FLSA Exempt/Non-exempt
	Senior Housing Rehab Specialist	Exempt
10	Chief Bailiff	Exempt
	Clerk of Council	Exempt
	Community Planner	Exempt
	Housing Property/Bldg. Inspector IV	Exempt
	Mayor's Action Center Coordinator	Exempt
11	Financial Analyst	Exempt
	GIS Coordinator - Planner I	Exempt
	Supervisor - Forestry	Exempt
	Supervisor - Sanitation	Exempt
	Supervisor - Sewer	Exempt
	Supervisor - Streets	Exempt
	Supervisor - Vehicle Maintenance	Exempt
12	Special Assistant to the Mayor	Exempt
	Chief Housing Inspector	Exempt
	Digital & TV Program Coordinator	Exempt
	Communications Specialist II	Exempt
	General Manager - Cain Park	Exempt
13	Organizational Performance Coordinator	Exempt
	Sustainability & Resiliency Coordinator	Exempt
	Utilities Commissioner	Exempt
	Capital Projects Manager	Exempt
14		
	Facilities Superintendent	Exempt
15		
	Information Systems Manager	Exempt
16		
	Assistant Director - Community Services	Exempt
	Clerk of Courts	Exempt
17		
	Assistant Director - Parks & Recreation	Exempt
	Assistant Director - Community Development	Exempt
	Assistant Director - Economic Development	Exempt
	Assistant Director - Housing	Exempt
	Assistant Director - Planning	Exempt
	Building Commissioner	Exempt
18		

Salary Grade	Position	FLSA Exempt/Non-exempt
	Assistant Director - Employee Resources	Exempt
	Assistant Director - Public Works	Exempt
	Assistant Director - Finance	Exempt
	Assistant Director - Law	Exempt
	Court Administrator	Exempt
	Magistrate	Exempt
19		
	Director - Community Services	Exempt
	Director - Parks & Recreation	Exempt
20		
	Assistant Chief - Fire	Exempt
	Assistant Chief - Police	Exempt
21	Director - Employee Resources	Exempt
	Director - Information Technology	Exempt
	Director - Planning Neighborhoods & Development	Exempt
22	Director - Public Works	Exempt
23	Director - Finance	Exempt
24	Director - Law	Exempt
	Chief - Fire	Exempt
	Chief - Police	Exempt
25		
	~	
	City Administrator	Exempt
	Mayor	Exempt

Aquatics

Position	Minimum	Maximum
Assistant Supervisor	11.00/hour	17.00/hour
Aquatic Program Supervisor	11.00/hour	15.00/hour
Cashier	11.00/hour	14.00/hour
Guard	14.00/hour	16.00/hour
Guard w/ A.L.S certification	14.00/hour	17.00/hour
Head Guard	14.00/hour	18.00/hour
Head Cashier	11.00/hour	15.00/hour
Head Coach (Summer)	364.14/ Per biweekly Pay Period	573.68/Per biweekly pay period
Head Coach (Assistant)	260.10/Per biweekly pay period	57.68/Per biweekly pay period
Learn to Swim Coordinator	260.10/Per season	573.68/Per season
Preschool Learn to Swim Coordinator	260.10/Per season	573.68/Per season
Pool Attendant	11.00/hour	14.00/hour
Pool Maintenance	11.00/hour	14.00/hour
Pool Manager	18.00/hour	23.00/hour
Private Instructor Fee	2/3 of private instruction fees charged and collected	
Water Aerobics Instructor	182.07/per session	286.84/session

Ice Rink

Position	Minimum	Maximum
Cashier	11.00/hour	14.00/hour
Hockey Director	2,184.84/per season	2,300.00/per season
Ice Safety Guard	11.00/hour	13.50/hour
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)	
Ice Professional Group	16.65/hour	57.31/hour
Learn to Skate Coordinator	208.08/per week	520.00/per week
Office Assistant	11.00/hour	13.50/hour
Supervisor – Assistant	11.00/hour	15.76/hour
Supervisor – Head	11.00/hour	18.22/hour

Sports Programs (Youth and Adult)

Position	Minimum	Maximum
Private Instructor Fee (Tennis)	2/3 of private instructions; Fees charged and collected	
Summer Basketball Coordinator	13.53/hour	20.11/hour
Summer Basketball Counselor	11.44/hour	16.55/hour

Position	Minimum	Maximum
Youth Hockey Coach	11.00/hour or 2,750.00/per season	22.96/hour or 4,592.00/per season
Youth Hockey Program Coordinator	11.00/hour or 2,750.00/per season	22.96/hour or 4,265.00/per season
Youth Hockey Skating Instructor	11.00/hour	45.92/hour
Basketball Supervisor	11/hour or 572.00/per season	13.91/hour or 2,296.00/per season
Basketball Coordinator	11/hour or 2,200/winter or 2,750.00/summer	22.96/hour or 3,171.00/winter or 4,318.00/summer
Girls Softball League Supervisor	11.00/hour or 1,133/summer	13.78/hour or 2,296.00/per season
Youth Baseball League Supervisor	11.00/hour or 1,133/summer	13.78/hour or 2,870.00/per season
League/Program/Camp Assistant	11.00/hour	12.00/hour
Sports Camp Supervisor/Instructor	11.00/hour 2,750.00/ per season	13.91/hour or 1,148.00/per season
Sports Coordinator	11.00/hour	23.65/hour
Sports Program Assistant	11.00/hour	13.50/hour
Sports Coordinator	11.00/hour	23.65/hour
Sports Supervisor	11.00/hour	23.65/hour
Tennis Court Attendant	11.00/hour	12.00/hour
Tennis Lesson Instructor	11.00/hour	18.22/hour
Tennis Program Coordinator	2,601.00/per season	4,489.45/per season
Umpire	11.00/hour	23.65/hour

Position	Minimum	Maximum
League/Program Supervisor	11.00/hour 1,133/per season	22.96/hour or 2,296.00/per season
Softball Umpire-In-Chief / Assistant Umpire in Chief	11.00/hour 1,133/per season	22.96/hour/ or 1,722.00/per season

Cain Park Theatre

Position	Classification	Minimum	Maximum
Equity Actor	Seasonal	414.00/week	600.00/week
Assistant Box Office Manager	Seasonal	15.00/hour	18.00/hour
Assistant Operations Manager	Seasonal	428.00/week	550.00/week
Assistant Production Manager	Seasonal	428.00/week	720.00/week
Assistant Equity Stage Manager	Seasonal	414.00/week	550.00/week
Assistant to General Manager	Seasonal	500.00/week	720.00/week
Box Office Manager	Seasonal	15.00/hour	20.00/hour
Box Office Staff	Seasonal	11.00/hour	15.00/hour
Carpenter	Seasonal	428.00/week	500.00/week
Concession Supervisor	Seasonal	12.00/hour	20.00/hour
Concession Worker	Seasonal	11.00/hour	15.00/hour
Costume Supervisor	Seasonal	12.00/hour	15.00/hour
House Manager	Seasonal	12.00/hour	15.00/hour
Operations Assistant	Seasonal	12.00/hour	15.00/hour
Operations Manager	Seasonal	450.00/week	800.00/week
A2 Audio Technician	Seasonal	428.00/week	450.00/week
Equity Stage Manager	Seasonal	519.00/week	600.00/week
General Technician	Seasonal	428.00/week	450.00/week
Hospitality Assistant	Seasonal	11.00/hour	14.00/hour
Maintenance	Seasonal	11.00/hour	13.00/hour
Operations Manager – Tech	Seasonal	720.00/week	1000.00/week
PR/Marketing Assistant	Seasonal	12.00/hour	15.00/hour
Production Audio Technician	Seasonal	428.00/week	500.00/week
Production Lighting Technician	Seasonal	428.00/week	500.00/week
Production Video Technician	Seasonal	428.00/week	500.00/week
Stage Hand	Seasonal	12.00/hour	15.00/hour
Theater Company Manager	Seasonal	428.00/week	720.00/week

Fieldhouse/Fitness Center

Position	Min	Max
Fitness Center Assistant	11.00/hour	12.00/hour
Fitness Center Coordinator	11.00/hour	14.00/hour
Fieldhouse Instructor / Aerobics Instructor	11.00/hour	14.50/hour
Front Desk Assistant	11.00/hour	14.39/hour
Personal Trainer	11.00/hour or 70% of rate charged by trainer	12.64/hour or 70% of rate charged by trainer
Head of Personal Training Services	Additional 5% of total personal training program revenue (3% City portion/ 2% Trainer portion) for administration of the program.	

General

Position	Minimum	Maximum
Security Guard	11.00/hour	11.50/hour
Security Assistant	11.00/hour	13.50/hour
School Crossing Guard	44.00/day (based on 4-hour day) or 11.00/hour	