

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 CUD
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 |

Ord. No. 23-2025

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 |
|--------------|--|------------------------|
| | 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 |
| | Director - Employee Resources | Exempt |
| 21 | | |
| | Director - Information Technology | Exempt |
| | Director - Planning Neighborhoods & Development | Exempt |
| | Director - Public Works | Exempt |
| 22 | | |
| | Director - Finance | Exempt |
| 23 | | |
| | Director - Law | Exempt |
| | Chief - Fire | Exempt |
| | Chief - Police | Exempt |
| 24 | | |
| | ~ | |
| 25 | | |
| | City Administrator | Exempt |
| | Mayor | Exempt |

Ord. No. 23-2025

Exhibit 3 – Wage and Job Classification Schedule for seasonal employees

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 of 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 | |