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THE CITY OF RAVENNA PAYROLL ORDINANCE ESTABLISHES ALL JOB TITLES, AVAILABLE POSITIONS WITHIN EACH JOB TITLE, AND APPLICABLE WAGES FOR EACH JOB TITLE. WAGES ARE SET FORTH IN AN EXHIBIT TO THIS ORDINANCE FOR NON-UNION POSITIONS AND AS AN EXHIBIT TO CONCURRENT COLLECTIVE BARGAINING AGREEMENTS FOR UNION POSITIONS. STAFFING LEVELS ARE NOT TO EXCEED THE NUMBER OF POSITIONS AVAILABLE FOR EACH JOB TITLE, AND FURTHER, SHALL NOT EXCEED THE APPROPRIATION PROVIDED FOR IN THE CITY'S EFFECTIVE APPROPRIATION ORDINANCE.

SECTION I: POLICE DEPARTMENT

(a) That the Police Department of the City shall be composed of the following employees whose benefits are enumerated below and those employees enumerated in the payroll ordinance incorporating the provisions of the contracts entered into with the OPBA whose benefits are included in that ordinance.

- | | |
|--|---------------------|
| 1. Chief of Police, one (1) | Range 23 Supervisor |
| 2. Assistant Chief of Police, rank of Captain, one (1) | Range 23 |

(b) There shall be the following members of the Police Department whose salaries are defined by the Union contract.

- | | |
|--|--------------------|
| 1. Full-time Patrolmen, not more than sixteen (16) | Per Union Contract |
| 2. Full-time Lieutenants, not more than (4) | Per Union Contract |
| 3. Full-time Sergeants, not more than three (3) | Per Union Contract |
| 4. Full-time Dispatchers, not more than seven (7) | Per Union Contract |
| 5. Full-time Secretary/Dispatcher, one (1) | Per Union Contract |

(c) There shall be the following members of the Police Department who shall be in the unclassified civil service.

- | | |
|--|-------------|
| 1. Part-time Patrolmen, not more than ten (10) | Range 15 |
| 2. Part-time Radio Dispatch Clerks, not more than five (5) | Range 11 |
| Part-time Dispatch Trainee status | Range 11 |
| 3. Parking Enforcement Officers, not more than one (1) | Range 7 |
| 4. School Traffic Guards, not more than three (3) | |
| with one (1) additional alternates | \$9.23/hour |

(d) That the Chief of Police and the Assistant Chief of Police shall receive a uniform allowance for the purchase of equipment and additional civilian clothing and dry cleaning reimbursement authorized pursuant to Section 305.01 of Rules and Regulations of the Ravenna City Police Department, worn while on duty up to the sum of \$700.00 per year. Each part-time Police Officer shall receive \$450.00 per year in clothing and equipment/dry cleaning reimbursement. Each part-time Radio Dispatch Clerk and part-time Parking Enforcement Officer, shall receive a \$350.00 per year uniform reimbursement. Employees entering on duty shall receive the full first year reimbursement for his/her first year of service and the following year authorization shall be on a pro-rata basis.

(e) Each part-time officer and part-time dispatcher shall be compensated for attendance at the monthly training meetings at the rate of \$14.00 per meeting. The Police Chief and Assistant Police Chief shall receive compensation for attendance of monthly training meeting at the rate of \$30.00 per month.

(f) All part-time patrolmen of the Police Department shall be eligible to participate in the Fitness Incentive Program one (1) time per year. Each employee who passes all phases of the fitness test which will be given two (2) times per year as established by the Employer, shall be granted bonuses according to the established schedule.

All employees hired since 1994 shall be required to participate in and pass the required fitness qualifications as established by the Employer. All employees hired prior to 1994 ARE NOT required to participate and successfully pass fitness qualifications and SHALL be exempt from all penalties established under this article, however pre-1994 members shall be eligible for incentive bonus upon successful completion of this testing according to this article.

<u>Fitness Rating</u>	<u>Bonus Pay</u>
3	\$250.00
4	\$500.00
5	\$750.00

To qualify for bonuses, an employee must achieve a three (3) or better rating on each phase of the fitness test. The average score of the two tests shall be used to determine bonuses, if any. A test score of two (2) or less in any phase of the semi-annual scheduled yearly fitness testing dates shall disqualify employees from receiving any bonuses granted under this article. The 12 Minute Run/Walk Test shall be mandatory for all employees to pass regardless of overall score, a score of two (2) or less will be considered an automatic failure. Failure of the Cardiovascular Endurance Test – 12 Minute Run or Walk Test – will automatically require a complete retest for the employee.

Example: If your average score of all testing components is 3.5%, but you received a score of two (2) in any one phase, you will not be eligible for the incentive bonus. An average score of 3.5% with ONLY one (1) failure of a score of two (2) or less (other than the mandatory 12 Minute Run/Walk Test) in any phase would be a Passing Score for the purposes of the Physical Fitness Program, but the employee WOULD NOT be eligible to receive the Fitness Incentive Bonus. Failure of the 12 Minute Run/Walk Test will automatically require a complete retest.

Penalties:

- (1) If an employee fails two or more areas of the Fitness Program or the employee fails the cardiovascular endurance test as established by the employer, the following guidelines shall automatically take place.
 - (a) Penalties – Sixty (60) days from date of failing the Fitness Test, the employee shall be rescheduled to re-take the entire fitness test.
- (2) If an employee fails the FIRST retest according to established procedures, the employee shall forfeit one (1) day of Vacation, Holiday, Compensatory Time to be determined by the Employer.
- (3) If an employee fails the SECOND retest which will be scheduled sixty (60) days from the date of the first retest, the employee shall forfeit two (2) additional days of Vacation, Holiday, or Compensatory Time to be determined by the Employer.
- (4) If the employee fails the THIRD retest which will be scheduled sixty (60) days from the date of the second retest date, the employee shall forfeit an additional three (3) days of Vacation, Holiday, or Compensatory time to be determined by the Employer.
 - (a) After the fourth failure, the Employer may order the employee to receive a Fitness for Duty Evaluation from an appropriate Medical Physician to determine whether the employee can perform the essential functions of his/her job classification.

Every employee who fails to successfully pass the Fitness Testing Program at any stage will be given individual counseling by the Department's Certified Fitness Instructor along with an individual work out program or regiment designed for the employee to successfully pass the program.

The duration of this issue is effective in conjunction with the OPBA Agreement on January 1, 2002 and shall continue in full force and effect until midnight December 31, 2004.

SECTION II: FIRE DEPARTMENT

(a) That the Fire Department shall be composed of the following employees whose benefits are enumerated below and those employees in the payroll ordinance incorporating the provisions of the contract entered into with the IAFF Local # 1340 whose benefits are incorporated in that ordinance.

- | | |
|--|----------------------|
| 1. The Fire Chief, one (1) | Range 22 Supervisory |
| 2. Part-time Firemen, not more than ten (10) | \$17.33 / hour |
| 3. Full-time Secretary, one (1), (AFSCME Member) | Per Union Contract |

(b) There shall be the following members of the Fire Department whose salaries are defined in the IAFF Local #1340 Contract.

- | | |
|--|--------------------|
| 1. Full-time Captain, not more than three (3) | Per Union Contract |
| 2. Full-time Lieutenant, not more than three (3) | Per Union Contract |
| 3. Full-time Firemen, not more than twelve (12) | Per Union Contract |

(c) The Fire Chief shall receive compensation for attendance at monthly meetings, or drills, at the rate of \$30.00 per meeting or drill called by the Chief. Part-time firefighters shall receive compensation for attendance at training sessions at the rate of \$14.00 per session.

(d) The Fire Chief shall receive a uniform allowance for the purchase of essential, special clothing worn while on duty up to the sum of \$700.00 per year. Each part-time firefighter shall receive \$250.00 per year in clothing and equipment/dry cleaning reimbursement.

Employees entering on duty shall receive the first year allowance for his first year of service and the following year authorization shall be on a pro-rata basis.

(e) All personnel in the Fire Department shall be paid from the General Fund and EMS Fund.

(f) Effective January 1, 1987, upon authorization of the Safety Director, such things as Turn-out gear (helmets, boots, raincoats and EMT equipment), will be chargeable to the City. All items are to remain the property of the City upon termination of the employee. Such articles shall be requisitioned as needed only upon the written authorization of the Fire Chief and Mayor.

SECTION III: SERVICE DEPARTMENT

(a) The **Service Department** shall consist of the following.

- | | |
|--------------------------------------|----------------------|
| 1. Service Director, one (1) | Range 26 Supervisory |
| 2. Administration Secretary, one (1) | Range 13 |

The Service Director salary shall be paid one-third (1/3) from the Water Fund, one-third (1/3) from the Sewer Fund, and one-third (1/3) from the Street CM&R Fund.

The Administration Secretary shall be paid one-fourth (1/4) from the General Fund, (1/4) from the Water Fund, one-fourth (1/4) from the Sewer Fund, and one-fourth (1/4) from the Street CM&R Fund.

- | | |
|--|---------------------------|
| 3. City Engineer / Chief Building Official, one (1) | Range 26 Supervisory |
| 4. Senior Project Manager, part-time, one (1)
(Not to exceed an average of 30 hours per week) | \$45.00 / hour |
| 5. Secretary, Engineering, one (1) | Range 12 |
| 6. Property Maintenance Officer, One (1) | Range 20 |
| 7. Permit Specialist Clerk, one (1)
(* 2002; Employee at 13F due to transfer.) | Range 12 (New Hire Rate)* |

The Engineer and Senior Project Manager salaries shall be paid from one or more funds. The sum from each fund to be determined by the Director of Finance upon statement of work performed.

The Secretary salary shall be paid fifty percent (50%) from the General Fund, twenty-five percent (25%) from the Water Admin. Department, and twenty-five percent (25%) from the Sewer Admin. Department.

The Property Maintenance Officer and Permit Specialist Clerk salaries shall be paid 100% from the General Fund.

2010-199

**CHANGED
PLUMBING
INSPECTOR
SALARY
FROM \$5,000
PER YEAR
TO \$25 PER
INSPECTION
EFFECTIVE
1/1/2011**

- | | |
|--|-----------------------------|
| 8. Plumbing Inspector | \$25.00 / inspection |
| 9. Building and Electrical Backup Inspector | \$ 25.00 /inspection |
| 10. Plumbing, Heating, and A/C Backup Inspector | \$ 25.00/inspection |
| 11. Backup for Chief Building Official
(Position used in event Building Department does not have
two individuals with CLASS II licenses) | \$ 50.00 / day |
| 12. Part-time Janitor, not more than one (1) (Annex) | \$10.92 / hour |

(b) That the Street, and Utilities (Water, Sewer, Admin. And Meter) Departments shall be composed of the following employees whose benefits are enumerated below and those employees in the payroll ordinance incorporating the provisions of the contract entered into with the AFSCME Union whose benefits are incorporated in that ordinance.

(b1) The **Street Department** shall be composed of the following.

- | | |
|--|----------------------|
| 1. Superintendent, one (1) | Range 23 Supervisory |
| 2. Maintenance Electrician | \$28.84 / hour |
| (Electrician position established for a minimum of 10 hours per month, not to exceed 19 hours per week.) | |

The Superintendent salary and Clerk / Maintenance wages shall be paid from the Street, Water Revenue and Sewer Revenue Funds. The sum from each fund to be determined by the Director of Finance upon statement of work performed. The Electrician wages shall be paid from the Street Department unless all, or part of wages earned are chargeable to other Departments for electrical work performed.

(b1.1) There shall be the following members of the Street Department whose salaries are defined in the AFSCME Union Contract.

- | | |
|--|--------------------|
| 1. Street Department Foreman, one (1) | Per Union Contract |
| 2. Service Worker II, not more than six (6)* | Per Union Contract |
| 3. Water Serviceman II, not more than two (2) | Per Union Contract |
| 4. Mechanic, one (1) | Per Union Contract |
| 5. Service Worker I, not more than seven (7) * | Per Union Contract |
| <u>Service Worker I includes:</u> Service Worker I, Laborer, and Semi-Skilled Laborer. | |
| | Per Union Contract |

- | | |
|---|-----------------|
| 6. Part-Time Temporary Laborer, one (1) | AFSCME Range 10 |
| <i>(Position listed under AFSCME, payable at AFSCME scale, however not required to be active, paid member of bargaining unit per August 2, 2006 <u>Letter of Understanding</u> between the City of Ravenna and AFSME Local 3812.)</i> | |

- Effective 1/1/2002 the position title of Heavy Equipment Operator was changed to SERVICE WORKER II.
- The seven (7) positions currently illustrated as SERVICE WORKER I also include the positions of SEMI-SKILLED LABORER and LABORER. This is due to a phase-out of the LABORER titles and conversion of these titles to SERVICE WORKER I. New hires in this class will begin as SERVICE WORKER I as jobs are re-filled by way of future retirements or classification changes. The intent is to convert all SEMI-SKILLED LABORER AND LABORER positions to the SERVICE WORKER I title, on an employee-by-employee basis. This will create a transitional period where all three positions may exist in the payroll ordinance and may have employees being paid from all three categories. At no time may the combination of these three (3) categories contain more than seven (7) positions in total.

(b2) The **Utilities Department** shall be composed of the following.

- | | |
|--------------------------------|--------------------|
| 1. Utilities Operator, one (1) | Per Union Contract |
|--------------------------------|--------------------|

Employees assigned to the Water Distribution crew shall be paid seventy-five percent (75%) from the Water Revenue Fund and twenty-five percent (25%) from the Sewer Revenue Fund.

2010-199
ELIMINATED
RESERVOIR
CATETAKER
AT RANGE 16
EFFECTIVE
1/1/2011

(b3) The **Water Department** shall be composed of the following.

- | | |
|---|----------------------|
| 1. Plant Superintendent, one (1) | Range 22 Supervisory |
| 2. Part-time Reservoir Caretakers, not more than four (4) | \$11.18/hour |
| 3. Part-time Summer Worker, one (1) | \$11.18/hour |

The Part-time Reservoir personnel may be employed only for the period April 1 through October 31 of each year.

(b3.1) There shall be the following members of the Water Department whose salaries are defined by the AFSCME Union Contract.

- | | |
|--------------------------------------|--------------------|
| 1. Operator, not more than seven (7) | Per Union Contract |
| 2. Part-time Plant Operator, one (1) | Per Union Contract |
| 3. Chemist / Chief Operator, one (1) | Per Union Contract |
| 4. Mechanic, one (1) | Per Union Contract |
| 5. Maintenance Man, one (1) | Per Union Contract |

The salaries of the Water Department shall be paid from the Water Revenue Fund.

(b4) The **Sewer Department** shall be composed of the following.

- | | |
|-------------------------------------|----------------------|
| 1. Plant Superintendent, one (1) | Range 22 Supervisory |
| 2. Part-time Summer Worker, one (1) | \$11.18/hour |

The Summer Worker may be employed only for the period June 11 through September 15 and for no more than 20 hours per week.

(b4.1) There shall be the following members of the Sewer Department whose salaries are defined in the AFSCME Union Contract.

- | | |
|--|--------------------|
| 1. Operator, not more than seven (7) | Per Union Contract |
| 2. Chemist / Chief Operator, one (1) | Per Union Contract |
| 3. Maintenance Man, one (1) | Per Union Contract |
| 4. Part-time Plant Operator, not more than one (1) | Per Union Contract |

The salaries of the Sewer Department shall be paid from the Sewer Revenue Fund.

(b5) The **Administration Department: Utility Billing and Meter Reading** shall be comprised of the following.

- 1. Billing and Meter Supervisor, one (1) Range 17
- 2. Utility Billing Clerks, not more than two (2) Range 11

(b5.1) There shall be the following members of the Administration Department whose salaries are defined in the AFSCME Union Contract.

- 1. Meter Reader, not more than four (4) Per Union Contract

The salaries of the personnel in the Administration Department shall be paid fifty percent (50%) from the Water Revenue Fund and fifty percent (50%) from the Sewer Revenue Fund.

SECTION IV: FINANCE DEPARTMENT

(a) That there is an Income Tax Department composed of the following.

- | | |
|---|---------------|
| 1. Income Tax Director, one (1) | Range 17 |
| 2. Clerk, not more than two (2) | Range 12 |
| 3. Part-time Clerk, not more than one (1) | Discretionary |

The Income Tax personnel shall be paid from the Income Tax Fund.

(b) That there is an Accounting Department composed of the following.

- | | |
|---|----------|
| 1. Assistant Finance Director, one (1) | Range 21 |
| or | |
| Administrative Assistant, one (1) | Range 16 |
| 2. Financial Accounting Clerk II, two (2) | Range 12 |
| 3. Accounting Clerk I, one (1) | Range 9 |

The salaries of the Accounting Department personnel shall be paid one-half (1/2) from the General Fund, one-fourth (1/4) from the Water Revenue Fund and one-fourth (1/4) from the Sewer Revenue Fund.

SECTION V: MAYOR'S DEPARTMENT

(a) The Mayor's Department shall be composed of the following.

1. Director of Community and Business Relations Range 22

The Director of Community and Business Relations shall be paid one-half (1/2) from the General Fund, one-fourth (1/4) from the Water Fund and one-fourth (1/4) from the Sewer Fund.

2. Safety Compliance Officer \$10,000.00 / year

The Safety Compliance Officer shall be paid from the General Fund and distributed to various funds as determined in the Annual Appropriations Budget.

3. Public Safety Director; Effective 1/01/2004 \$12,000.00 / year

The Public Safety Director shall be paid (100%) from the General Fund.

4. Director of Information Services Range 21

The D.I.S. shall be paid from various funds based on workstations

SECTION VI: HEALTH DEPARTMENT

(a) The Health Department shall be composed of the following.

1. Health Commissioner, one (1) Range 20

The Health Commissioner salary shall be paid from the General Fund.

2. Secretary to Health, one (1) Range 12

The Secretary salary shall be paid from the General Fund.

3. Medical Director, one (1) \$2500.00 / year

4. Nurse, not more than one (1) \$22.97/hour

The Director and Nurses salaries shall be paid from the General Fund.

SECTION VII: RECREATION DEPARTMENT

(a) The Parks Department shall be composed of the following.

- | | |
|---|---------------|
| 1. Park Supervisor, one (1) | Range 14 |
| 2. Assistant Park Supervisor, one (1) | Range 13 |
| 3. Laborer, one (1) part-time
(not to exceed 30 hrs per week) | \$8.00 / hour |
| 4. Contract employees, as program requires, not more
than four (4), (not to exceed 30 hours per
week per position.) | Discretionary |

The Parks Department personnel salaries shall be paid from the Parks Fund.

(b) The Recreation Department shall be composed of the following.

- | | |
|---|---------------|
| 1. Parks and Recreation Director, one (1) | Range 20 |
| 2. Assistant Parks and Recreation Director, one (1) | Range 18 |
| 3. Administrative Secretary, one (1) | Range 13 |
| 4. Program Coordinator, one (1) | Range 14 |
| 5. Sports Supervisor (1) | Range 11 |
| 6. Part-time Employees as program requires | Discretionary |

The Recreation Department personnel salaries shall be paid from the Recreation Department Fund.

SECTION VIII: CITY COUNCIL DEPARTMENT

The City Council Department shall be composed of the following.

1. Clerk of Council, one (1) Range 14

The Clerk of Council shall be paid one-half (1/2) from the General Fund, one-fourth (1/4) from the Water Revenue Fund and one-fourth (1/4) from the Sewer Revenue Fund.

SECTION IX: OTHER / NEGOTIABLE

(a) The following positions are paid from the General Fund, except where otherwise noted, and are subject to the listed restrictions.

2010-199

**ELIMINATED
CIVIL SVC
COMMISSION
CHAIR (1)
SALARY AT
\$300 PER
QTR AND
BOARD
MEMBERS (2)
SALARY AT
\$250 PER
QTR
EFFECTIVE
1/1/2011**

1. Law Director's Secretary, one (1) \$20.00 / hour
20 hours per week maximum

The Law Director's Secretary salary shall be paid one-half (1/2) from the General Fund, one-fourth (1/4) from the Water Revenue Fund and one-fourth (1/4) from the Sewer Revenue Fund.

2. Zoning Board of Appeals, not more than seven (7) \$30.00/meeting *
3. Contract Clerical, not more than two (2), as needed \$10.00 / hour

The Contract Clerical positions shall be paid one-fourth (1/4) from the General Fund, (1/4) from the Water Fund, one-fourth (1/4) from the Sewer Fund, and one-fourth (1/4) from the Street CM&R Fund.

(b) The Negotiated positions above are not subject to Sections XVIII, XX, and XXI of this ordinance. Salaries and replacements must be negotiated prior to employment, between Mayor and Council.

** Board and Commission positions paid on a "per meeting" basis shall be paid only for actual meetings attended.*

SECTION X: ELECTED OFFICIALS

The following elected positions shall be paid one-half (1/2) from the General Fund, one-fourth (1/4) from the Water Revenue Fund and one-fourth (1/4) from the Sewer Revenue Fund.

1. Mayor, one (1)
2. Finance Director, one (1)
3. Law Director, one (1)

The Mayor, Finance Director, and Law Director shall be paid the following annual salaries.

<hr/>				Ordinance 1998-255	20
Ordinance 2006-181	2008	\$64,783.00	/ year		
	2009	\$64,783.00	/ year		
	2010	\$66,726.00	/ year		
	2011	\$66,726.00	/ year		

4. President of Council

Ordinance 2005-004	2007	\$8,227.00	/ year		
<hr/>					
Ordinance 2006-181	2008	\$8,474.00	/ year		
	2009	\$8,474.00	/ year		
	2010	\$8,990.00	/ year		
	2011	\$8,990.00	/ year		

5. Council Members (7); Comprised of:

(4) (Council at Large – 2 seats, Ward I, Ward II)

Ordinance 2005-004	2010	\$7,911.00	/ year		
INCREASE FOR 2010-2013 TERM NOT PASSED BY ORDINANCE IN 2009 / SALARIES SAME AS 2006-2009 TERM	2011	\$7,911.00	/ year		
	2012	\$7,911.00	/ year		
	2013	\$7,911.00	/ year		

(3) (Council at Large – 1 seat, Ward III, Ward IV)

Ordinance 2005-004	2007	\$7,911.00	/ year		
<hr/>					
Ordinance 2006-181	2008	\$8,148.00	/ year		
	2009	\$8,148.00	/ year		
	2010	\$8,392.00	/ year		
	2011	\$8,392.00	/ year		

SECTION XI: VACATIONS

(a) That each full-time employee shall, after the first anniversary of employment and annually thereafter, be entitled to two (2) calendar weeks vacation leave with full pay; after completion of seven (7) years of such employment, he shall be entitled to three (3) calendar weeks of vacation leave with full pay; after completion of fourteen (14) years of such employment, he shall be entitled to four (4) calendar weeks of vacation leave with full pay; after completion of twenty (20) years of such employment, he shall be entitled to five (5) calendar weeks of vacation with full pay. Vacation leave shall be taken prior to the next occurrence of the anniversary date of his employment; provided the appointing authority may in special and meritorious cases permit such employee to accumulate and carry-over his vacation leave to the following year. No vacation leave shall be carried over for more than one (1) year. Every employee shall be entitled to compensation for the prorated portion of any earned but unused vacation leave to his credit at the time of separation. In case of death, the unused vacation leave shall be paid to his or her estate in accordance with Section 2113.04 of the Revised Code of the State of Ohio. City employees shall be given credit for prior service with the State or other political subdivision of the State of Ohio in computing vacations.

(b) Conditions of Vacation Carry-over and Expiration

1. The maximum amount of vacation hours that may be carried to a subsequent year (based on an employee's anniversary date) shall not exceed eighty (80) hours.

2. Written approval from the appointing authority must be obtained and forwarded to the payroll department prior to the carry-over date.

3. Unused vacation time in excess of the maximum allowable 80 hour carry-over shall be permanently removed from employee records upon the anniversary date on which it expires, with no further compensation or credit awarded for the removed hours, except as provided in Section XI(c).

(c) Vacation Sell-Back Option

1. In extraordinary circumstances, an employee may request their appointing authority seek councilmanic approval of a vacation sell-back option. The request must be made no later than thirty (30) days prior to the employee's anniversary date on which the vacation is to be removed from the payroll records. The sell-back request is based on hours in excess of the 80 hour maximum allowable carry-over and shall be at a ratio of one (1) hour of compensation at regular rate for every two (2) hours vacation earned in excess of the maximum allowable carry-over. Approval and funding for vacation sell-back requests shall be by ordinance only, providing the following conditions are met.

a. Written request must accompany tracking sheet; A detailed account of the situation creating the need for sell-back request must be presented.

b. Circumstances must be clearly defined: Extraordinary circumstances will be handled on a case-by-case basis, as presented by the appointing authority.

Examples of these circumstances may include, but are not limited to, staffing conditions, workload, and departmental demands.

c. Source and availability of funding must be defined. Details of proposed funding must accompany the sell-back appropriation request that is presented to the Finance Committee.

SECTION XII: LONGEVITY

(a) Each full-time employee shall receive in addition to other compensation required under this Ordinance, an annual longevity payment based upon the employee's continuous length of service in the City of Ravenna, commencing with the fifth anniversary of the initial date of hire.

(b) Upon completion of the fifth year of service, each full-time employee shall receive an additional five dollars (\$5.00) per month for each one (1) year of employment with the City of Ravenna. The maximum amount an employee may receive is one hundred sixty-five dollars (\$165.00) per month in longevity pay.

(c) Employees hired after September 4, 1990 shall not accrue longevity based upon prorated part-time service.

SECTION XIII: SICK LEAVE

(a) Fifteen (15) days sick leave shall be allowed annually for each full-time employee, (defined as employees scheduled to work 40 hours per week) accrued at the rate of 4.6 hours for each completed eighty (80) hours of regular service. **The Full-time requirement for eligibility became effective March 1, 2010.**

(a) Sick leave shall be cumulative without limit and sick leave usage will be charged based on actual hours away from duty.

(c) In the event a permanent hourly employee, hired after January 1, 1987 retires and is qualified to receive and is granted either a disability or a normal retirement pension under the Public Employees Retirement System or Police and Fire Retirement Pension, such employee shall receive pay for his unused accumulated sick leave in an amount not to exceed six hundred fifty (650) hours, upon his separation from the active payroll.

(d) In the event a permanent hourly employee, hired prior to January 1, 1987 retires and is qualified to receive and is granted either a disability or a normal retirement pension under the Public Employees Retirement System or Police and Fire Retirement Pension, such employee shall receive pay for his unused accumulated sick leave in an amount not to exceed nine hundred sixty (960) hours, upon his separation from the active payroll.

(e) In the event a permanent hourly employee, hired after January 1, 1987 dies, his or her estate shall be credited with such unused sick leave cumulative up to six hundred fifty (650) hours, and his or her estate shall be paid for any unused sick leave as of the date of his or her death.

(f) In the event a permanent hourly employee, hired prior to January 1, 1987 dies, his or her estate shall be credited with such unused sick leave cumulative up to nine hundred sixty (960) hours, and his or her estate shall be paid for any unused sick leave as of the date of his or her death.

(g) In the event a permanent employee (who is governed by the contract between the City of Ravenna and the IAFF Local 1340, a member of AFSCME or an agreement with OPBA Patrol Officers) retires or dies, he shall have his sick leave conversion covered pursuant to the terms of the then existing Union contract with the aforesaid unions.

(h) Under unique circumstances, if illness or disability continues beyond the time covered by earned paid leave (sick leave, vacation leave, personal days, etc.) a transfer and use of sick leave hours from other City employees may be considered by the City under the following conditions;

1. In order for a City employee to receive and use transferred sick leave hours that employee shall have a good work record with the City. Also, the recipient employee must not have an abuse pattern of sick leave.

2. The employee wishing to transfer sick leave hours to another City employee must complete and sign a transfer form and submit the form to his/her supervisor.

3. The voluntary transfer and use of sick leave hours must be approved by the Mayor.

4. The payment of transferred sick leave hours will be at the hourly rate of the employee transferring the hours however, the hourly rate paid shall not exceed the recipients hourly rate.

SECTION XIV: FUNERAL LEAVE

(a) Funeral leave may be used to a maximum of three (3) eight (8) hour workdays for the death of a member of an employee's immediate family. If the death in the immediate family requires that the employee travel more than 300 miles, the Employer may, at the request of the employee, allow up to two (2) additional workdays as Funeral Leave. Any additional time granted must be requested by the employee and shall utilize either sick leave or vacation leave, at the option of the employee subject to the approval of the Employer.

(b) Immediate family is defined as: spouse, children, parents, brother, sister, grandparent, grandchild, legal guardian, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, spouse's grandparents, aunt, uncle, stepparents, stepchildren, niece and nephew.

SECTION XV: HOLIDAYS

(a) Each full-time employee shall be entitled to a day, consisting of eight (8) hours, of full pay for each of the following holidays.

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. July 4th
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day
12. Two (2) Personal Days per year, consisting of sixteen (16) hours total.

(b) If any of these holidays fall on Sunday, the following Monday is considered the holiday. If any fall on Saturday, the preceding Friday is considered the holiday.

(b) Any employee forfeits holiday pay when:

1. He is absent without pay for the entire week in which the holiday falls for any reason other than an approved leave.
2. He is absent on either the workday before or the workday following the holiday, unless excused by his supervisor.
3. He is absent on a holiday, which he is scheduled to work, unless excused by his supervisor.

(c) The personal holiday may only be taken upon approval of the employee's supervisor and must be requested at least seven (7) calendar days in advance unless waived or agreed upon by the employee's immediate supervisor and must be taken in eight (8) hour increments.

1. Employees hired prior to July 1st will receive two (2) personal days to be taken before December 31st of that year.

2. Employees hired July 1st through December 31st will receive one (1) personal day to be taken in that calendar year.

SECTION XVI: PAY PERIOD

All employees shall be paid in biweekly payments on alternate Fridays.

SECTION XVII: FULL-TIME EMPLOYEES

A full-time employee is defined as one who works not less than forty (40) hours per week.

SECTION XVIII: NEW EMPLOYEES

(a) All new employees shall serve a one hundred eighty (180) day probationary period at Step A in their respective classification ranges. Upon the satisfactory completion of the probationary period, employees shall be granted a one-step increase in salary.

(b) Employees retained by the City will be upgraded one step of their pay range on each anniversary of their employment until Step F is attained, but only upon the recommendation of their supervisor.

(c) Employees hired by the City with a minimum of two years work experience, within the Classification for which they are being hired, may start at Step C for the one hundred eighty (180) day probationary period.

(d) Reinstatement: Pursuant to Section 124.32 and 124.50 of the Ohio Civil Service Laws, if an employee with a minimum of five (5) years experience resigns from City employment and within one (1) year is reinstated, the employee may start at one (1) step below their previous pay step, at the discretion of the Mayor.

(d) Administrative Departments may, at the discretion of the Appointing Authority, allow a new, full-time, non-union employee to commence employment for Interim Training purposes for a period of up to two (2) weeks prior to a current employee departing for any reason. Interim Training allows the number of employees established by ordinance for a job category to be increased by one (1) for a period of up to two (2) weeks.

(e) Employees transferred to a different job classification will be compensated at their existing rate of pay, if the maximum prescribed range of pay for the new classification is less than that being earned by the transferred employee.

SECTION XIX: SALARY EMPLOYEES

The following employees shall be considered salaried employees:

1. Chief of Police
2. Assistant Chief of Police
3. Chief of Fire Department
4. Water Plant Superintendent
5. Wastewater Treatment Plant Superintendent
6. Street Department Superintendent
7. City Engineer / Chief Building Official
8. Health Commissioner
9. Director of Community and Business Relations
10. Director of Public Services
11. Director of Parks and Recreation
12. Income Tax Director
13. Assistant Finance Director, or Finance Administrative Assistant
14. Clerk of Council (Classified as Salaried to allow flex-time due to day / night scheduling demands of position)
15. Assistant Director of Parks and Recreation
16. Director of Information Services

(a) Salaried employees shall be ineligible for overtime pay and compensatory time, but are eligible for Flexible Time.

(b) Flexible Time allows an employee to take time off during a regular shift in an amount equal to the excess hours worked on a previous shift as a result of either an emergency or extraordinary circumstance.

(c) Flexible Time must be approved by the employee's appointing authority.

(d) Flexible Time must be taken within thirty (30) calendar days following the time earned. An extension of an additional thirty (30) days may be granted by the appointing authority for extraordinary circumstances.

(e) Any individual required to attend an evening meeting will earn Flexible Time or Compensatory time (as defined in Section XX) as detailed below:

- 1) The Service Director and City Engineer / CBO will be required to attend Finance and Council meetings. These positions will earn two (2) hours of Flexible Time for each meeting attended.

NOTE: A Department Head that has an item on the agenda will not be required to attend unless the Committee Chairperson presenting the item requests of the Mayor to have that individual present.

- 2) Any other employee who is eligible for Flexible Time attending an evening meeting will earn two (2) hours Flexible Time only if they have been personally notified by the Mayor that their attendance is required.
- 3) Any other employee who is eligible for Compensatory Time attending an evening meeting will earn the appropriate Compensatory Time only if they have

been personally notified by the Mayor that their attendance is required. The time earned will be based on the duration of their attendance.

SECTION XX: COMPENSATORY TIME

- (a) Compensatory time will be defined as time earned for work in excess of forty (40) hours in a regularly scheduled workweek.
- (b) Compensatory time will be calculated at a rate of one and one-half multiplied by the number of hours in excess of forty (40).
- (c) Compensatory time may be awarded an employee, in lieu of payment of overtime hours. No employee may accumulate more than forty (40) hours of compensatory time.
- (d) Compensatory time applies to all hourly employees excluding those covered in Section XVIII of this ordinance and those employees covered under a Union Contract.
- (e) Compensatory time may be taken upon approval of the employee's supervisor and will be paid at the employee's prevailing hourly rate of pay. Compensatory time must be taken within thirty (30) calendar days of the time it is awarded.
- (f) Unused earned Compensatory time will be paid out at the time an individual either terminates his employment with the City of Ravenna or for any reason becomes ineligible to receive Compensatory time. The Compensatory time will be paid at the employee's rate of pay prior to termination or loss of eligibility.

SECTION XXI: PAY SCHEDULE

- (a) That the Salary Schedule (Exhibit "A" attached) shall be established as the official pay and salary schedule for only those employees designated in this Ordinance.
- (b) A promotion shall be described as the movement of an individual from a lower pay range to a higher pay range with an expansion of job duties and / or responsibilities.

In the event of a promotion, an individual shall receive a two (2) step increase in his pay over the step rate he was receiving prior to his promotion. It will be further understood that if an individual is in the highest step of a pay range prior to his promotion and upon his promotion a two (2) step increase in pay over his existing step cannot be accomplished within the next range, then the individual shall receive only that one (1) step increase that would be available to him or her in the next higher range.

- (d) Consent of Council must be secured whenever it is desired to:
 1. Create a new job classification
 2. Enlarge the number of personnel in any classification
 3. Increase the pay for any employee except as provided for in this Ordinance

SECTION XXII: SHIFT DIFFERENTIAL

Part-time Patrolmen and Part-time Dispatchers working the afternoon shift and the night shift shall receive an additional \$.50 per hour, above the normal hourly rate, as a shift differential payment. It is further understood that the individual Union contracts entered into by the City of Ravenna with the respective Unions may vary from the provisions of this Ordinance.

SECTION XXIII: INJURIES

That each full-time employee of the City of Ravenna, covered by this Ordinance, disabled to the extent that he cannot perform his regular duties, from injury received while in the course of his employment or official duty, shall receive for a period of ninety (90) calendar days from the beginning of such disability an amount of compensation which shall be equivalent to his full salary, less any and all amounts received by him from any and all public and private agencies by reason of pension, relief or indemnity for such disability.

SECTION XXIV: PAYMENT TO EMPLOYEE ON MILITARY LEAVE

That the officer or employee of the City of Ravenna should be entitled to a leave of absence for a period of not more than thirty-one (31) calendar days a year for service with the Ohio National Guard, Ohio Defense Corps, Ohio Naval Militia or any other reserve component of the Armed Forces of the United States, and during such leave of absence the officer or employee of the City shall be entitled to payment by the City for only that difference between what he earns from the military pay and what the officer or employee would have received while employed for that period of time with the City of Ravenna.

The purpose of this policy is to allow the City to credit the military pay earned by that individual toward the pay which that individual would have earned during the leave of absence from the City of Ravenna. It further being understood that the City is only obligated to pay the difference between the military pay and that which would have been paid by the City of Ravenna to that individual.

SECTION XXV: UNIFORM MAINTENANCE ALLOWANCE

In December, the Police Chief, Assistant Chief of Police and Fire Chief employed as of December first of each year shall be provided a four hundred dollar (\$400.00) uniform maintenance allowance. This payment shall only be made to those employees who are in full-time employment with the City and on a prorated share for those completed months that the employee worked during that calendar year. This payment shall be made directly to the employee and be used for uniform maintenance and acquisition.