

**AN ORDINANCE**  
**AMENDING SECTION 1 AND SECTION 2 OF ORDINANCE 19-106 REGARDING**  
**RATES OF COMPENSATION FOR THE OFFICERS**  
**AND EMPLOYEES OF THE GENERAL ADMINISTRATION DEPARTMENT AND**  
**THOSE EMPLOYEES OF THE CITY NOT COVERED BY SEPARATE LABOR**  
**CONTRACT FOR THE CALENDAR YEAR 2021 AND THEREAFTER,**  
**AND DECLARING AN EMERGENCY.**

**BE IT ORDAINED** by the Council of the City of Bay Village, Ohio:

**SECTION 1.** That Sections 1 and 2 of Ordinance 19-106 of the City of Bay Village which presently read as follows:

“**SECTION 1.** That compensation to be paid to the NON-EXEMPT categorized officers and employees of the GENERAL ADMINISTRATION DEPARTMENT and those employees not covered by separate labor contract shall be:

**NON-EXEMPT WAGE/SALARY STRUCTURE FOR  
NON-BARGAINING EMPLOYEES**

<b>PAYGRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
7	\$55,771 (26.8130)	\$66,930 (32.1779)	\$80,319 (38.6149)
6	46,478(22.3451)	55,771(26.8130)	66,930 (32.1779)
5	38,732(18.6212)	46,478(22.3452)	55,771 (26.8130)
4	32,277(15.5178)	38,732(18.6212)	46,478 (22.3452)
3	26,897 (12.9313)	32,277 (15.5178)	38,732 (18.6212)
2	22,414(10.7760)	26,897(12.9313)	32,277 (15.5178)
1	(minimum wage)	22,414(10.7760)	26,897 (12.9313)

Non-exempt employees hired in one of the following employment categories shall be positioned in one of the above paygrade levels, as determined by the Department Director and the Human Resource Director, and will be subject to the above wage/salary structure:

- Full-time – employees scheduled to work 37.5 to 40 hours per week.
- Statutory Full-time – employees scheduled to work more than 29 hours but less than 40 hours per week.
- Regular Part-time -- employees scheduled to work a set number of hours per week not to exceed 29 hours per week.
- Intermittent Part-time – employees scheduled to work sporadic hours during a week not to exceed 29 hours per week.
- Seasonal – employees scheduled to work any number of hours per week for a specified period not to exceed six (6) consecutive months per year.

If an employee's rate of pay at the time of assignment to a job classification exceeds the maximum of the paygrade range for that job classification, the employee's rate of pay, at the Administration's discretion, may be retained. However, the employee will not receive or be eligible for a rate change until the employee vacates that classification or the salary structure maximum is revised and exceeds the employee's rate of pay.

If an employee's rate of pay at the time of assignment to a job classification is below the minimum of the paygrade range for that job classification, the employee's rate of pay, at the Administration's discretion, may be adjusted between the minimum and the midpoint of the paygrade range at the time of assignment or receive six (6) month incremental increases until the employee's rate of pay is within the paygrade range.

**NON-EXEMPT EMPLOYEE JOB CLASSIFICATION PAYGRADES**

<b>JOB CLASSIFICATION</b>	<b>PAYGRADE</b>
Deputy Police Officer	7
School Resource Officer	7
Administrative Assistant (Mayor's Office)	6
Assistant to Director	6
Administrative Assistant	4
Office Coordinator	4
Police Dispatcher	4
Jailer	3
Receptionist/Clerk	3
Part-time	2
School Guard	2
Seasonal "A"	2
Senior Van Driver	2
Seasonal "B"	1

**SECTION 2.** That compensation to be paid to the EXEMPT categorized officers and employees of the GENERAL ADMINISTRATION DEPARTMENT and those employees not covered by separate labor contract shall be:

**EXEMPT EMPLOYEE SALARY STRUCTURE**

<b>PAYGRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
<b>8</b>	\$92,450(44.4471)	\$110,940(53.3365)	\$133,128(64.0039)
<b>7</b>	77,045(37.0409)	92,450(44.4471)	110,940(53.3365)
<b>6</b>	64,204(30.8673)	77,045(37.0409)	92,450(44.4471)
<b>5</b>	53,503(25.7226)	64,204(30.8673)	77,045(37.0409)
<b>4</b>	44,586(21.4356)	53,503(25.7226)	64,204(30.8673)
<b>3</b>	37,152(17.8615)	44,586(21.4356)	53,503(25.7226)
<b>2</b>	30,960(14.8846)	37,152(17.8615)	44,586(21.4356)
<b>1</b>	25,800(12.4039)	30,960(14.8846)	37,152(17.8615)

Exempt employees hired in one of the following employment categories shall be positioned in one of the above paygrade levels, as determined by the Department Director, Human Resource Director and/or the Mayor, and will be subject to the above salary structure:

- Full-time – employees scheduled to work 40 hours per week.
- Statutory Full-time – employees scheduled to work more than 29 but less than 40 hours per week.
- Regular Part-time – employees scheduled to work a set number of hours per week not to exceed 29 hours per week.
- Intermittent Part-time – employees scheduled to work sporadic hours during a week not to exceed 29 hours per week.

If an employee’s rate of pay at the time of assignment to a job classification exceeds the maximum of the paygrade range for that job classification, the employee’s rate of pay, at the Administration’s discretion, may be retained. However, the employee will not receive or be eligible for a rate change until the employee vacates that job classification or the salary structure maximum is revised and exceeds the employee’s rate of pay.

If an employee’s rate of pay at the time of assignment to a classification is below the minimum of the paygrade range for that job classification, the employee’s rate of pay may be adjusted between the minimum and midpoint of the paygrade range at the time of assignment or receive six (6) month incremental increases until the employee’s rate of pay is within the paygrade range.

#### **EXEMPT EMPLOYEE JOB CLASSIFICATION PAYGRADES**

<b>JOB CLASSIFICATION</b>	<b>PAYGRADE</b>
Chief of Police	8
Fire Chief	8
Building Director	7
Director of Public Services & Properties	7
Finance Director	7
Director of Community Services	6
Director of Recreation	6
Human Resources Director	6
Infrastructure Manager	6
Projects Coordinator	6
Project Manager	6
Public Works Supervisor	6
Public Works Supervisor of Operations	6
Sewer Maintenance Supervisor	6
Assistant Director of Recreation	5
Clerk of Council	5
Finance Assistant	5
Property Maintenance Inspector	5
Administrative Project Leader	4
Assistant Director of Community Services	4

The individual who may serve pro-tem as Secretary to Council or as Secretary to Planning Commission, Board of Zoning Appeals, Recreation Commission, Civil Service Commission, Architectural Board of Review, Tree Commission or Charter Review Committee shall be paid fifty dollars (\$50.00) for the first two hours of attendance and his or her hourly rate thereafter per regular or special meeting attended in lieu of wages.”

**be and the same are amended to read:**

“**SECTION 1.** That compensation to be paid to the NON-EXEMPT categorized officers and employees of the GENERAL ADMINISTRATION DEPARTMENT and those employees not covered by separate labor contract shall be:

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**and present Section 1 and Section 2 of Ordinance 19-106 are hereby repealed.**

**SECTION 2.** The individual who serves as Safety Director shall be compensated at an annualized amount of \$5,000.00.

**SECTION 3.** The Administration and Council will meet bi-annually to review the salary and wage administration.

**SECTION 4.** That it is found and determined that all formal actions concerning and relating to the adoption of this ordinance were adopted in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

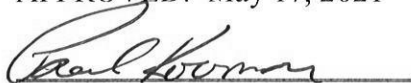
**SECTION 5.** That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare, and for the further reason that it is necessary to provide for compensation in conformance with agreements reached during labor negotiations and to secure adequate personnel for the City's needs, wherefore this ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

PASSED: May 17, 2021

  
CLERK OF COUNCIL

  
PRESIDENT OF COUNCIL

APPROVED: May 17, 2021

  
MAYOR

4-26-2021 JD