

ORDINANCE NO. 04 - 16

AN ORDINANCE REVISING AND FIXING THE SALARIES OF CERTAIN SUPERVISORY POSITIONS CLASSIFIED AS NON-EXEMPT EMPLOYEES OF THE CITY OF PORT CLINTON, OHIO, NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT AND REPLACING ANY PREVIOUS ORDINANCES REFERENCING SALARIES FOR CERTAIN NON-EXEMPT EMPLOYEES, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Port Clinton wishes to continue operations of City functions in the most efficient mode possible, and

WHEREAS, it is necessary to provide for adequate salaries to City supervisors and employees who are not covered by any collective bargaining agreement, and

WHEREAS, various ordinances have been adopted to provide salaries to supervisory personnel and this Ordinance is being adopted to revise and state in one place the salaries for the employees covered by this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Port Clinton, Ottawa County, Ohio:

Section 1. That the following employment positions shall be classified as non-exempt employees of the City of Port Clinton for employment purposes:

- Administrative Assistant I
  - a. Administrative Assistant I
  - b. Human Resources
- Deputy Auditor
- Water Distribution Foreman/GSI Specialist
- Street Department Foreman
- Water Works Office Manager
- Special Project Coordinator (P.T.)

Section 2. That the wages of the non-exempt employees shall be in accordance with this Ordinance:

	Wage Ranges		
	2016	2017	2018
Administrative Assistant I	\$15.92 to \$21.19	\$15.92 to \$21.51	\$15.92 to \$21.83
Deputy Auditor	\$17.42 to \$23.05	\$17.42 to \$23.51	\$17.42 to \$23.98
Water Distribution Foreman	\$19.24 to \$30.40	\$19.24 to \$30.86	\$19.24 to \$31.32
Street Department Foreman	\$19.24 to \$30.40	\$19.24 to \$30.86	\$19.24 to \$31.32
Water Office Manager	\$13.12 to \$26.21	\$13.12 to \$26.60	\$13.12 to \$27.00
Special Project Coordinator (P.T.)	\$23.93 to \$27.49	\$23.93 to \$27.87	\$23.93 to \$28.29

The actual hourly wage as to each such non-exempt employee listed herein shall be as set by the Director of Safety and Service within the above established wage range. The actual hourly wage of the Deputy Auditor shall be set by the City Auditor within the above established wage range.

Non-exempt employees shall earn overtime pay at the rate of one and one-half (1.5) times the employee's regular hourly rate for each hour worked in excess of forty (40) hours during the workweek. Forty (40) hours of work per week shall constitute a normal workweek in five (5) consecutive eight (8) hour days, unless the employee is on a ten (10) hour work day in four (4) consecutive ten (10) hour days. All overtime hours of the non-exempt employees provided for in this ordinance shall first be approved by the Director of Public Safety and Service, except in emergency situations necessitating the working of overtime hours. All overtime hours which the Deputy Auditor works shall first be approved by the City Auditor.

All non-exempt employees shall receive the same shift differential payment, for time worked on a second or third shift (3:00 P.M. – 11:00 P.M., 11:00 P.M. – 7:00 A.M.) as the employees they supervise.

- Section 3. Each non-exempt employee will be entitled to the following sick leave benefits:
- a. Approved sick leave shall be charged to exempt employees in 15 minute increments.
  - b. Non-exempt employees may convert one (1) sick leave day to a personal day and such day does not count toward credit sick leave.
  - c. During the calendar year if a non-exempt employee does not use sick leave according to the schedule below, the non-exempt employee will be granted credit sick leave (CSL) days accordingly. These hours will be credited in January of the succeeding year and must be used prior to December 31 of the year accrued. Leave must be requested in advanced and be approved by the Mayor or Safety Service Director.

<u>Sick Leave Used</u>	<u>CSL</u>
0 sick leave hours	40 Hours
One (1) to eight (8) sick leave hours	32 Hours
Nine (9) to sixteen (16) sick leave hours	24 Hours

Section 4. If the provisions of this Ordinance conflict with any previously passed Ordinance or any portion of any Ordinance, said previously enacted Ordinance or portion thereof, is repealed or amended to the extent of the conflict.

Section 5. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance, were taken in an open meeting of this Council, and that all deliberations of this Council and any Committees that resulted in these formal actions were in meeting open to the public in compliance with the law.

Section 6. This Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public health, safety and welfare of the City and its residents, and for the further reason that the City desires to adjust the current salary rates of its non-exempt employees and restate their fringe benefits so as to have them be effective for the first pay date of the new fiscal year; wherefore, this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor.

Passed: \_\_\_\_\_

\_\_\_\_\_  
President of Council

Attest: \_\_\_\_\_

Approved: \_\_\_\_\_ 2016.

\_\_\_\_\_  
Mayor