

ORDINANCE NO. 2025-79

AN ORDINANCE PROVIDING FOR THE MANNING LEVELS AND COMPENSATION OF ELECTED AND APPOINTED OFFICIALS AND SALARIED AND NON-UNION EMPLOYEES OF THE CITY OF WILLOUGHBY, OHIO; REPEALING ANY AND ALL OTHER ORDINANCES OR PARTS THEREOF WHICH MAY BE INCONSISTENT HERewith OR WHICH MAY BE REDUNDANT HERETO; AND DECLARING AN EMERGENCY.

NOW BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY, THE COUNTY OF LAKE, AND THE STATE OF OHIO:

SECTION 1.0. That, effective March 23, 2025, and until further legislative action of the Council, all of the elected and appointed officials and salaried and non-union employees of the City of Willoughby, Ohio (hereinafter, "employees"), and authorized as set forth in Exhibit "A", shall be compensated in bi-weekly installments in accordance with Exhibit "B"; said Exhibits attached hereto and incorporated herein by this reference.

SECTION 2.0. WORK PERIOD.

The work period for all non-exempt full-time employees is hereby established to be forty (40) hours per week.

SECTION 2.1. OVERTIME PAY.

- A.** All non-exempt employees shall be entitled to overtime pay at the rate of one and one-half (1 1/2) times their hourly rate for hours worked in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) workperiod. For the purpose of computing overtime pay, holidays, funeral days, and vacation days (but not sick days) shall be counted as days worked. The workperiod begins at 12:01 a.m. Sunday, and ends at Midnight the following Saturday.
- B.** Part time Communications Operators shall be compensated at one and one-half (1-1/2) times their regularly hourly rate, up to eight (8) hours, for working Independence Day, Thanksgiving Day and Christmas Day. The shift assigned to work on such designated holidays shall be determined by the majority of scheduled hours worked on the day of the holiday.
- C.** In lieu of overtime compensation, all Supervisor I and Supervisor II classifications in the Manning Level table may request such overtime be credited as compensatory time up to a maximum bank of sixty-four (64) hours. Such bank of compensatory time shall be credited at a rate of one and one-half (1-1/2) times the regular time worked. Employee shall notify the supervisor immediately of the overtime worked and that employee wishes to use it as compensatory time. Overtime hours worked cannot be divided and must be used as compensatory time or payable overtime. Accrued hours can be carried over

from year to year. Compensatory time shall be credited as hours worked and shall be used in eight (8) hour increments. Use of compensatory time requires forty-eight (48) hour notice in writing to the department supervisor and shall not supersede existing vacation requests, departmental policies, or reduce the department manning level below sixty-six percent (66%), unless approved by the supervisor. Employees shall have the option of "cashing out" up to sixty-four (64) hours of compensatory time quarterly each year. In order to be eligible for "cash out", a written request must be received by the Finance Director, March 31st, June 30th, September 30th, or December 31st, immediately preceding the month in which the payment in cash is to be made.

SECTION 2.2. COURT ATTENDANCE.

When a Special Police Officer is subpoenaed or ordered to appear in Court on a City matter, such employee shall be paid a minimum of four (4) hours' pay as set forth in Exhibit "B-4" attached hereto and incorporated herein by this reference. Such time shall not be included as part of the mandatory twelve (12) hours per month required under said Exhibit "B-4".

SECTION 2.3. Every employee of the Division of Police making an arrest, or who is a witness to or has knowledge of the commission of any felony or misdemeanor, shall at all times make themselves available at any hearing or trial of any case against the person charged therewith upon request of the Law Department. The payment, if any, to said member of the Division of Police as witness fees upon being subpoenaed into such trial shall be as provided in R.C. 2335.17.

SECTION 2.4. CALL BACK PAY.

Whenever any employee regularly working forty (40) hours each week who is eligible to be paid for overtime in some form is called back to work after completion of his work day, such employee shall be paid as follows:

- 3.5 hours - 0 to 1 hour worked
- 4.0 hours - 1 to 2 hours worked
- 4.5 hours - 2 to 3 hours worked

Employees working more than three (3) hours shall be paid one and one half (1 ½) times their regular hourly rate for all hours actually worked.

Any Service Department Supervisors who are called in to work due to an emergency call out on Independence Day, Thanksgiving Day, or Christmas Day shall receive double time for all hours actually worked on those actual days.

SECTION 3.0. EXEMPT EMPLOYEES.

The following employees shall be exempt from overtime pay as such pay is defined in Section 2.1 hereinabove:

- A. All elected officials or persons appointed to fill all vacancies in elected offices;

- B. All members of the various Boards and Commissions of the City;
- C. Directors of Economic and Community Development, Law, Finance, Parks & Recreation, Safety, and Service;
- D. Assistant Directors of Law;
- E. Chief Building & Zoning Inspector, Clerk of Council, Communications Coordinator, Deputy Director of Finance, Human Resource Administrator, Information Systems Manager, Information Systems Technician, Maintenance & Operations Superintendent, Program Coordinator, Senior Citizens Center Manager, Staff Accountant, WPCC Assistant Superintendent, and WPCC Superintendent;
- F. Chiefs of Fire and Police;
- G. Assistant Chiefs of Fire and Police;
- H. Seasonal employees; and
- I. Golf Course Manager, Golf Course Superintendent, Assistant Golf Course Superintendent, and Assistant Golf Course Manager.

SECTION 4.0. HOLIDAYS.

All full-time employees of the City of Willoughby are entitled to fourteen (14) paid holidays and, in addition, one (1) personal day off with pay; such holidays to be established and administered according to the City's Policy Memorandum No. 203.

Supervisor I, Supervisor II, and Maintenance & Operations Superintendent classifications will receive one (1) additional personal day to compensate for Martin Luther King Day, which is a scheduled working day for Service employees.

SECTION 5.0. UNIFORM MAINTENANCE, FIREARM PROFICIENCY ALLOWANCES, AND SERVICE WEAPONS.

SECTION 5.1. The Chief of Police and the Assistant Chief of Police shall receive a yearly maintenance allowance for uniform, clothing, and equipment in the amount of One Thousand Fifty Dollars (\$1,050); said amount to be paid in January. Should the employee terminate employment during the year; said amount shall be prorated.

Special Police shall be given a uniform allowance based on the number of hours worked the year prior. Payment will be made in January to those still on active status.

<u>Hours Worked</u>	<u>Allowance</u>
1 – 49	\$25
50 – 119	\$50
120 – 499	\$200
500 – 999	\$300
1000 plus	\$400

Non-union employees in the Police Department, limited to those holding a title of Office Associate II/III, shall receive annually in January a payment of One Hundred Dollars (\$100) for

the purchase of shoes. Those holding title of Communication Clerk, part time, shall receive Fifty Dollars (\$50) annually in January for the purchase of shoes. Payment will be made in January to those still on active status.

SECTION 5.2. The Chief of Fire and Assistant Chief of Fire shall receive a yearly maintenance allowance for uniform, clothing, and equipment in the amount of One Thousand Fifty Dollars (\$1,050) and an additional One Thousand Five Hundred Dollars (\$1,500) for ACLS Paramedic Certification; said amounts to be paid on January 31st. Should the employee terminate employment during the year, such amounts shall be prorated.

The Fire Administrative Captain shall receive a yearly maintenance allowance for uniform, clothing, and equipment in the amount of One Thousand Fifty Dollars (\$1,050); and an additional One Thousand Five Hundred Dollars (\$1,500) for ACLS Paramedic Certification; said amounts to be paid on January 31st. Should the employee terminate employment during the year, such amounts shall be prorated.

SECTION 5.3. Annually, and in accordance with standards set forth in R.C. 109.801, et. seq., the Chief of Police and Assistant Chief of Police shall be required to complete an approved Firearms Requalification Program consistent with requirements of the Ohio Revised Code and Regulations issued pursuant thereto.

Annually, upon presentation of an appropriate letter from an authorized range or training officer evidencing satisfactory completion of and compliance with the State of Ohio's Firearms Requalification Program, the Chief of Police and Assistant Chief of Police shall be entitled to a payment of One Thousand Five Hundred Dollars (\$1,500). Such sum shall be paid in a lump sum separate check as soon thereafter as may be practical.

SECTION 5.4. Upon retirement, the Chief of Police and Assistant Chief of Police shall have the option to purchase his/her service weapon for One Hundred Dollars (\$100) if the service weapon has been in service for less than five years; or for the sum of One Dollar (\$1) if the service weapon has been in service five years or more.

SECTION 5.5. Non-union full time employees of the Service Department, limited to those holding a title of Engineering Technician, Superintendent, Supervisor II or Supervisor I, shall receive a yearly uniform allowance in the amount of Eight Hundred Dollars (\$800); said amount to be paid to employees employed on June 1st annually. The employee will be responsible for purchasing their Class II/III coats, sweaters, raingear, and foul weather boots. If the gear is determined to be in need of replacement by the City due to wear, tears, soil, or lack of reflectivity, the employee will be responsible for the replacement.

Effective January 1, 2023, the Employer shall reimburse the cost of renewal of a commercial driver's license for any non-union full-time employee of the Service and Recreation Departments whose job classification requires a CDL.

Non-union full time employees of the Golf Course, limited to those holding the title of Superintendent and Assistant Superintendent, shall receive a yearly boot allowance in the amount of Four Hundred Dollars (\$400); said amount to be paid to those employed on June 1st annually.

All non-union, full time mechanics shall receive an Eight Hundred Dollar (\$800) tool allowance paid to mechanics employed on June 1st annually. Should the employee terminate employment during the year, said amount shall be prorated.

SECTION 6.0. VACATIONS.

Pursuant to the sections hereinafter, all full-time employees shall earn paid vacation which shall be taken in the calendar year following the year in which the vacation is earned. Employees who fail to satisfactorily complete their probationary period are not eligible for any vacation time.

SECTION 6.1. All vacation time shall be credited on January 1st of each year and shall be for the time period of employment which ends on the immediately preceding January 1st.

SECTION 6.2. Employees who have worked less than one (1) year for the City shall receive one (1) day for each full month worked, prior to January 1st of the vacation year, not to exceed ten (10) days.

SECTION 6.3. If, because of the needs of the City, an employee who has previously scheduled time is unable to take such vacation time, the employee shall receive pay for such time at the end of the year in which it was to be taken.

SECTION 6.4. All employees shall be entitled to a ten (10) day vacation period in and after the vacation year in which such employee completes two (2) years of service with the City; fifteen (15) days vacation in and after the vacation year in which such employee completes five (5) years of service with the City; twenty (20) days vacation in and after the vacation year in which such employee completes ten (10) years of service with the City; twenty-five (25) days vacation in and after the vacation year in which such employee completes fifteen (15) years of service with the City; and thirty (30) days vacation in and after the vacation year in which such employee completes twenty (20) years of service with the City.

SECTION 6.5. Each employee shall be required to take all earned vacation in the year immediately following the year in which it was earned, provided; however, each employee has the option to carry forward one (1) week's vacation time to the following year.

SECTION 6.6. The Mayor has the discretionary authority to grant a newly hired Director or Deputy Director up to three (3) weeks of vacation to be used during the first calendar year of employment. The vacation shall be granted for future years until the grantee's vacation time is accrued under existing rules. Should the employee resign or be terminated, the time would be recovered pro rata, based on the number of months so employed.

SECTION 7.0. SICK LEAVE.

All full-time employees of the City shall be entitled to one and one-quarter (1 1/4) days of sick leave for each completed full month of service. Unused sick leave shall be accumulated without limit. Sick leave may be used in segments of not less than one (1) hour. Except as contained in this section and the subsections hereto, sick leave shall be governed by Personnel Policy Nos. 204 and 207.

SECTION 7.1. PAYMENT OF ACCUMULATED SICK LEAVE UPON RETIREMENT OR DEATH.

For full time employees who have completed 20 years of service at 12/31/2021 and retire after December 31, 2022:

In the event of a full-time employee's retirement from the City, such employee shall be entitled to payment for accumulated but unused sick leave up to a maximum of nine hundred sixty (960) hours based upon the length of service at the percentage set forth herein.

Payments contemplated within this section shall be at the employee's hourly rate of pay at the time of retirement, and at the following percentage:

Length of Continuous Service	Percentage of 960 Hours
20 years or more	100% + 10% *

*additional percentage for the balance remaining in excess of nine hundred sixty (960) hours

In the event of the death of an employee prior to retirement, employees having twenty (20) or more years of service at 12/31/2021 shall be entitled to receive payment for nine hundred sixty (960) hours, plus the additional percentage as noted in the above schedule. Such payment shall be made to the surviving spouse or to the employee's beneficiary(s).

For employees hired on or after April 1, 2001, accrued, unused sick leave may be transferred to the City of Willoughby from another political subdivision of the State of Ohio, where the employee has not exercised any type of cash out. Transferred sick time may only be used for allowable sick leave absences. Transferred sick leave may not be used until sick time earned with the City of Willoughby is exhausted. Transferred sick leave shall not be added to time earned with the City of Willoughby for purposes of cash out.

Payment of sick leave, as outlined hereinabove, shall be made only once to any employee. Payment for sick leave pursuant to this section shall be considered to eliminate all sick leave credit accrued by the employee at that time.

For full time employees who have less than 20 years of service at 12/31/2021 and retire 1/1/2022 and later:

In the event of a full-time employee's retirement from the City, such employee shall be entitled to payment for accumulated but unused sick leave up to a maximum of nine hundred sixty (960) hours based upon the length of service at December 31, 2021.

Payments contemplated within this section shall be at the employee's hourly rate of pay at the time of retirement, and at the following percentages:

<u>Length of Continuous Service at 12/31/2021</u>	<u>Percentage of 960 Hours</u>
Less than 5 years	25% max 240
5 to 10 years	50% max 480
10 to 15 years	75% max 720
15 to 20 years	100% max 960

In the event of the death of an employee prior to retirement, such employee shall be entitled to receive payment of accumulated, but unused sick leave, as noted in the above schedule. Such payment shall be made to the surviving spouse or to the employee's beneficiary(s).

For employees hired on or after April 1, 2001, accrued, unused sick leave may be transferred to the City of Willoughby from another political subdivision of the State of Ohio, where the employee has not exercised any type of cash out. Transferred sick time may only be used for allowable sick leave absences. Transferred sick leave may not be used until sick time earned with the City of Willoughby is exhausted. Transferred sick leave shall not be added to time earned with the City of Willoughby for purposes of cash out.

Payment of sick leave, as outlined hereinabove, shall be made only once to any employee. Payment for sick leave pursuant to this section shall be considered to eliminate all sick leave credit accrued by the employee at that time.

For those employees hired on or after January 1, 2022:

In the event of a full-time employee's retirement from the City, such employee shall be entitled to payment for accumulated but unused sick leave up to a maximum of 25% of available hours up to a maximum of 240 hours.

Payments contemplated within this section shall be at the employee's hourly rate of pay at the time of retirement.

For new employees, accrued, unused sick leave may be transferred to the City of Willoughby from another political subdivision of the State of Ohio, where the employee has not exercised any type of cash out. Transferred sick time may only be used for allowable sick leave absences. Transferred sick leave may not be used until sick time earned with the City of Willoughby is exhausted. Transferred sick leave shall not be added to time earned with the City of Willoughby for purposes of cash out.

In the event of death of an employee prior to retirement, such employee shall be entitled to receive payment of accumulated, but unused sick leave, up to a maximum of 25% of available

hours up to a maximum of 240 hours. Such payment shall be made to the surviving spouse or to the employee's beneficiary(s).

Payment of sick leave, as outlined hereinabove, shall be made only once to any employee. Payment for sick leave pursuant to this section shall be considered to eliminate all sick leave credit accrued by the employee at that time.

SECTION 8.0 EQUITY PAY.

All regular, non-union full-time employees hired prior to April 1, 2023, and who, as of March 31st of years 2023, 2024, and 2025, are in active pay status and have completed at least one year of continuous service with the City are eligible for equity pay. Eligibility for equity pay shall be determined based upon the number of years of continuous, full-time employment with the City by an employee as of March 31, 2023, and subsequent years ending on March 31, 2024, and on March 31, 2025. Employees with less than one (1) year of service are not eligible for equity payments. Any employee who transfers from a bargaining unit position to a non-union position must complete one (1) full year of continuous full-time service as a non-union employee before being eligible to receive equity pay. Any non-union employee who transfers to a bargaining unit position will become ineligible for any future equity payments.

Equity will be paid pursuant to the following schedule:

Completed years of full-time service at March 31, 2023, March 31, 2024, and at March 31, 2025 to be paid in April of each of those years only to employees in the active pay status at time of payment.

Less than 1 Year	\$ 0
1-5 Years	\$ 500.00
5-10 Years	\$1,000.00
10-15 Years	\$1,500.00
15-20 Years	\$2,000.00
Over 20 Years	\$2,500.00

Once all non-union employees receive payments in 2023, 2024, and 2025 pursuant to this schedule, all equity payments will cease.

SECTION 9.0. HOSPITALIZATION.

The City will make available to all its full-time employees and certain elected officials a program for hospitalization and medical protection, dental insurance, paid prescriptions, vision, and hearing insurance coverage. Such program shall be solely determined by the City. Deductible levels and co-pays for office visits and prescriptions are as determined by the City.

All employees will be required to reimburse the City, through payroll deduction, thirteen percent (13%) of the total premium for single and family coverages, applicable to the program in which they participate.

SECTION 9.1. In the event an employee is eligible to be covered under the same policy of another employee of the City, each employee will be offered either a single plan or offered one family plan for both employees. Cost shall be governed based on selection of a single plan for each employee and to the employee named as the policy holder for a family plan.

A city-wide health cost containment committee shall be established. The committee shall consist of one (1) representative member and an alternate of each full time Bargaining Unit which shall be appointed by the Bargaining Unit; one (1) representative member and an alternate of Non-Bargaining Unit employees which shall be appointed by the Mayor, and three (3) representatives and alternates of the City Administration. Each group entitled to representatives shall select alternates who shall act in the absence of the appointed member. Each appointment shall be for two (2) years and by accepting the appointment, each member or alternate agrees to serve for the two (2) year period.

The purpose of the Committee shall be to disseminate information, monitor costs and expenses, review plan particulars, and make decisions on elements of the insurance program. The Committee shall consider and make recommendations for modifications and/or changes to the City health insurance program or for inclusions in new contracts.

The Committee shall hold an organizational meeting within thirty (30) days of the appointment of its members. At the organizational meeting, a chairman and secretary will be chosen. Subsequent meetings shall be conducted bimonthly or upon call of the Chairman or any member.

Each member of the Committee shall have one (1) vote and any action taken by the Committee shall be approved by a majority of the total members of the Committee.

Upon approval of any recommendation for changes or modifications to the health care plan, the Secretary shall transmit to the Clerk of Council a request that Council consider and take action on the recommendation.

In the performance of its duties, the Committee may, at its option, consult with knowledgeable health care professionals or other persons the Committee deems necessary.

SECTION 10.0. LIFE INSURANCE.

All non-exempt, full-time employees and exempt employees, except members of the various Boards and Commissions of the City shall be enrolled in a group life insurance plan; said premiums to be paid by the City.

SECTION 11.0. RETIREMENT.

Retirement, as used in this Ordinance, means disability or service retirement under the Police & Fireman's Disability Pension Fund or the Public Employees' Retirement System (PERS), and the employee must be eligible to receive payment from either of such funds commencing within one hundred twenty (120) days of approval for retirement.

SECTION 12.0. USE OF PRIVATE AUTOMOBILES.

All employees required to use a private automobile on City business shall be reimbursed for such use when said automobile is driven on City business; in accordance with the allowance set forth in the Internal Revenue Code. A statement, certified by the employee as to correctness and stating the number of miles driven for which reimbursement is being requested, shall be approved by the Department Head and forwarded to the Department of Finance for payment.

SECTION 12.1. No employee shall operate a private automobile or other motor vehicle for City business without first having filed with, and been approved by the Director of Law, a copy of the liability insurance policy covering said automobile in such coverage.

SECTION 12.2. No employee shall operate a City vehicle while under license suspension or while classified as uninsurable or insurable only under a high-risk category of the City's policy. If such situation arises, the employee shall be subject to possible reassignment, demotion, or other disciplinary action. Such reassignment, demotion, or disciplinary action shall last no longer than the period during which the license is suspended, the employee is uninsurable, or insurable only under a high-risk category.

SECTION 13.0. CLASSIFICATION AND COMPENSATION PLAN.

For purposes of this legislation, the classification of and compensation for employees of the City as outlined in Exhibits "A" and "B" hereinafter, shall be known as the "Classification and Compensation Plan" of the City, and shall be administered as hereinafter set forth.

SECTION 13.1. CLASSIFICATION OF POSITIONS.

All full-time, non-union positions of the City, except elected officials, shall be grouped into classifications sufficiently similar in respect to their duties and responsibilities so that similar requirements as to training, experience, knowledge, skill, and the same rates of compensation are applicable thereto.

Classification specifications shall outline the main characteristics and qualification requirements of each position and give examples of specific duties which employees holding such positions may properly be required to perform. Each specification is descriptive and explanatory, but not restrictive. The listing of particular examples of duties does not preclude the assignment of other tasks which may be considered necessary by the Department Head.

SECTION 13.2. ADMINISTRATION OF CLASSIFICATION PLAN.

Subject to Civil Service Commission approval where required, the Mayor shall provide for the reclassification of any position from one grade to another whenever the duties and responsibilities of that position are permanently and significantly changed. Any re-allocation shall be made with the knowledge of the employee concerned and his/her Department Head.

New or reclassified positions shall not be placed into a grade without a position description and point value evaluation. The Department Head, Human Resource Administrator, and the Mayor shall complete this process. Council shall have final approval of any additions or changes.

SECTION 13.3. ADMINISTRATION OF COMPENSATION PLAN.

- A.** The rate structure of the Compensation Plan for full-time, non-union employees shall consist of twenty-one (21) grades.

Movement within the grade range shall be determined by the Department Head and shall be based on the adjustment agreed upon by Council.

Merit increases over and above the adjustment agreed upon by Council shall be approved, in writing, by the Mayor. Adjustments in excess of ten percent (10%) in one (1) year must be reviewed by Council.

- B.** The rate structure of the Compensation Plan for part-time, non-union employees shall consist of a maximum of five (5) steps.

New employees shall be compensated at the "A" rate and shall progress yearly from the "A" step to the "B" step to the "C-range" and if applicable, subsequent steps based on their anniversary date of hire.

Where it is difficult to secure qualified personnel, the department head, with prior approval of Council, may hire employees at an advanced step when supported by experience or unique circumstances of the particular employee.

Movement within the "C-range" (excluding seasonal part time) shall be determined by the department head and shall be based on the adjustment agreed upon by Council.

SECTION 13.4. STARTING RATE UPON INITIAL EMPLOYMENT.

Original appointment to any position shall be made at the minimum of the assigned grade. Upon recommendation of the Department Head, the Mayor may approve initial compensation at a rate higher than the minimum rate in the compensation schedule for the classification when the needs of the department make such action necessary. This is applicable when the exception is based on the outstanding and unusual character of the employee's pertinent experience and ability over and above the minimum qualifications specified for the classification.

SECTION 13.5. RATE OF COMPENSATION UPON PROMOTION.

Unless otherwise authorized, the employee shall be paid on the basis of either (1) or (2) below, whichever is higher:

- A.** The entrance rate for the new position, or;
- B.** A rate adjustment in the grade for the new position which provides at least a five percent (5%) increase over the employee's former rate.

Subsequent advancement within the assigned grade shall be as determined in Section 13.3 referenced hereinabove.

SECTION 13.6. RATE OF COMPENSATION FOR SUPERVISOR FOR SHIFT DIFFERENTIAL.

Any Supervisor of the Street, Sewer, Traffic, Cemetery, Buildings and Grounds, Vehicle Maintenance, and Parks Departments that is temporarily transferred to second shift shall receive a \$1.50 per hour shift premium in addition to the employee's regular rate of pay, for the duration of the transfer. Such employees transferred to third shift shall receive a \$2.00 per hour shift premium in addition to the employee's regular rate of pay, for the duration of the transfer.

SECTION 13.7. The retroactive portion of this Ordinance shall be applicable to those employees employed on the date of passage and approval of this ordinance.

SECTION 14.0. PERSONNEL POLICIES.

All of the provisions of the City's Personnel Policies are hereby made a part hereof as though fully rewritten herein.

SECTION 15.0. That Ordinance No. 2024-38 and any and all amendments thereto, and any other documents or legislation authorized heretofore which may conflict or be inconsistent with the provisions of this legislation are hereby repealed in their entirety.

SECTION 16.0. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were conducted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such actions were conducted in meetings open to the public in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby.

SECTION 17.0. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the community; and for the further reason that it is necessary to ensure the continued orderly operation of the City; and provided that it receives the affirmative vote of two-thirds of the members elected to Council; that this ordinance shall be in full force and take effect from and after the earliest period allowed by law.

Adopted: July 8, 2025 
President of Council

Attest: Alisa Noed
Clerk of Council

Date: 07.09.25 Approved: 
Mayor

Submitted to the Mayor for his approval on this 9th day of July, 2025.

Clerk of Council

EXHIBIT A

2025 MANNING LEVELS

SECTION 2.0. COUNCIL

Council Members.....	6
Council President	1
Clerk of Council/Civil Service Secretary	1

SECTION 3.0. MAYOR

Mayor.....	1
Office Associate III	1

SECTION 3.1. DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

Director	1
Communications Coordinator	1
Office Associate III.....	1

SECTION 3.2. DEPARTMENT OF HUMAN RESOURCES

Administrator	1
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SECTION 3.3. GOLF COURSE DIVISION

Golf Course Manager	1
Golf Course Superintendent	1
Assistant Golf Course Manager.....	1
Assistant Golf Course Superintendent.....	1
Unskilled Laborer, part time.....	Pool

SECTION 4.0. DEPARTMENT OF FINANCE

Finance Administration

Director	1
Deputy Director.....	1
Office Associate III.....	1
Clerk/Typist II and/or Clerk-Typist I, part time.....	4*

* At no time shall the combined total of employees in the classifications of Clerk Typist II and/or Clerk Typist I, part time, exceed the authorized manning level of four (4).

Treasurer/Accounting

Staff Accountant	2*
Accounting Clerk	4*

* At no time shall the combined total of employees in the classifications of Staff Accountant and/or Accounting Clerk exceed the authorized manning level of five (5).

Computer & Support

Information Systems Manager.....	1
Information Systems Technician.....	1

Public Information

Clerk Typist II, part time and/or Clerk Typist I, part time
 (Receptionist/Switchboard Operator, part time).....4

* At no time shall the combined total of employees in the classifications of Clerk Typist II and/or Clerk Typist I, part time, exceed the authorized manning level of four (4).

SECTION 5.0. DEPARTMENT OF LAW

Director 1
 Assistant Director - Contractual 3
 Assistant Director, part time 1
 Office Associate III..... 1
 Office Associate II..... 1

SECTION 6.0. DEPARTMENT OF PUBLIC SAFETY

SECTION 6.1. DIVISION OF FIRE

Fire Administration

Chief 1
 Assistant Chief..... 1
 Office Associate III..... 1
 Fire Administrative Officer, part time 1

Fire Prevention

Fire Administrative Captain..... 1
 Office Associate II..... 1
 Fire Safety Inspector, part time..... 2

Rescue & Suppression

Battalion Chief 3
 Lieutenant..... 6
 Firefighter/Firefighter P 30
 Firefighters, part-time.....36
 1. Firefighter Third Class
 2. Firefighter Second Class
 3. Firefighter First Class

Training & Education

Fire Training Coordinator, part time..... 1

SECTION 6.2. DIVISION OF POLICE

Police Administration

Chief	1
Assistant Chief of Police	1
Office Associate III.....	1*

Office Supervision

Police Records/Communications Supervisor.....	1*
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Police Records

Communications Clerk.....	4*
Communications Clerk, part time.....	1*

Criminal Investigation & Juvenile

Lieutenant.....	1
Sergeant.....	1
Patrol Officer/Patrol Officer (P)	4
Office Associate III.....	1*

* At no time shall the combined total of employees in the classifications of Communications Clerk, and/or Communications Clerk, part time, and/or Police Records/Communications Supervisor and/or Office Associate III exceed the authorized manning level of seven (7).

Police Patrol

Captain	1**
Lieutenant.....	5**
Sergeant.....	4
Patrol Officer/Patrol Officer (P)	26
Special Police Officer/SRO (School Resource Officer), part time.....	33

** At no time shall the combined total of employees in the classifications of Captain and Lieutenant exceed the authorized manning level of five (5).

Community Service

Patrol Officer/Patrol Officer (P)	1
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Court & Detention

Patrolman	1
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Victims Assistance Program

Victims Advocate, part time	3
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School Guards

School Crossing Guard, part time..... 7
 (Substitute guards are authorized for use when regular guards are unavailable)

SECTION 7.0. SAFETY FORCES COMMUNICATIONS

Communications Operator 10
 Communications Operator, part time..... 9

SECTION 8.0. DEPARTMENT OF BUILDING, PLANNING, & ZONING

Administration & Plan Review

Chief Building & Zoning Inspector 1
 Office Associate III and/or Office Associate II..... 2
 Clerk Typist II, part time..... 1

Building Inspections

Building Inspector Trainee and/or Building, Plumbing, or
 Electrical Inspector and/or Combination Building Inspector..... 2*
 Building Inspector Trainee and/or Building, Plumbing, or
 Electrical Inspector and/or Combination Building Inspector, part time.. 1*

Zoning & Exterior Property Inspection

Building & Property Maintenance Inspector..... 1*
 Building & Property Maintenance Inspector, part time..... 1*

* At no time shall the combined total of employees in the classifications of Building Inspector Trainee and/or Building, Plumbing, or Electrical Inspector and/or Combination Building Inspector, Building & Property Maintenance Inspector and Building & Property Maintenance Inspector, part time, exceed the authorized manning level of four (4).

Boards & Commissions

Office Associate II..... 1
 Board of Building Code Appeals
 Board of Zoning Appeals
 Design Review Board
 Planning Commission
 Ingress/Egress Board
 Sign Review Board
 Secretary, Clerk Typist II, or Clerk Typist I, part time 1
 Shade Tree Commission

SECTION 9.0. CIVIL SERVICE COMMISSION

Commission Members 3

SECTION 10.0. DEPARTMENT OF PUBLIC SERVICE

Service Administration

Director	1	
Maintenance & Operations Superintendent.....	1	
Office Associate III.....	2*	
Office Associate II.....	2*	
Clerk Typist II, part time.....		2

* At no time shall the combined total of employees in the classifications of Office Associate II and Office Associate III exceed the authorized manning level of two (2).

Service Construction

Engineering Technician	1	
Construction Inspector II.....	1**	
Laborer, unskilled, part time		Pool
Service Aide, part time.....		2***

** At no time shall the combined total of employees in the classifications of Construction Inspector II and Service Aide, part time, exceed the authorized manning level of two (2).

*** Service Aides in addition to the above shall be employed by the Mayor, as necessary, for the purpose of enforcing compliance by contractors or others with all ordinances or codes of the City and State and with approved plans for the particular project being inspected, and will usually be paid from moneys deposited with the City by contractors and developers.

SECTION 10.1. BUILDING MAINTENANCE DIVISION

Land & Buildings - Administration

Supervisor II or Supervisor I	1*
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* At no time shall the employee in the classification of Supervisor II or Supervisor I exceed the authorized manning level of one (1).

Land & Buildings - City Hall

Supervisor I	1*	
Building Maintenance Support.....	2*	
Building Maintenance Mechanic.....	2*	
Custodian and/or Laborer, unskilled	1*	
Laborer, unskilled, part time		Pool
Custodian, part time		2

Land & Buildings – Municipal Court

Custodian and/or Building Maintenance Support..... 1*

* At no time shall the combined total of employees in the classifications of Supervisor I, Building Maintenance Support, Building Maintenance Mechanic, and Custodian and/or Laborer, unskilled exceed the authorized manning level of four (4) in Lands & Buildings for City Hall and the Municipal Court.

Land & Buildings - Police Station

Custodian and/or Building Maintenance Support..... 1
 Custodian, part time 1

Land & Buildings - Senior Center

Custodian and/or Building Maintenance Support..... 1
 Custodian, part time 2

SECTION 10.2. CEMETERY DIVISION

Sexton 1
 Equipment Operator II 1
 Equipment Operator I 1
 Laborer, unskilled, part time Pool

SECTION 10.3. REFUSE COLLECTION & DISPOSAL DIVISION

SECTION 10.4. SANITARY SEWER REPAIR & MAINTENANCE DIVISION

Supervisor II 1
 Supervisor I 1
 Equipment Operator II 2
 Equipment Operator I 3
 Laborer, unskilled, part time Pool

SECTION 10.5. STREET MAINTENANCE & REPAIR DIVISION

Supervisor II 1
 Supervisor I 2
 Equipment Operator II 5*
 Equipment Operator I and/or Trainee 8*
 Laborer, unskilled, part time Pool

* At no time shall the combined total of employees in the classifications of Equipment Operator I and/or Trainee and Equipment Operator II exceed the authorized manning level of thirteen (13).

SECTION 10.6 VEHICLE MAINTENANCE & REPAIR DIVISION

Supervisor II	1	
Supervisor I	1	
Auto Mechanic	3	
Auto Service Worker/Equipment Operator I.....	1	
Auto Mechanic, part time		1

SECTION 10.7. TRAFFIC SIGNS & SIGNALS DIVISION

Supervisor II/or Supervisor I	1*	
Traffic Control Technician and/or Trainee.....	1	
Traffic Signal Mechanic	1	
Laborer, unskilled, part time		Pool

* At no time shall the Supervisor II or Supervisor I classification exceed one (1) in number.

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SECTION 10.8. WATER POLLUTION CONTROL CENTER DIVISION

Superintendent	1	
Assistant Superintendent.....	1****	
Office Associate II.....	1*****	
Office Associate III.....	1*****	
Industrial Associate	1*****	
Supervisor II	1****	
Supervisor I	1*	
Operator I and/or Trainee	8*	
Lab Supervisor	1**	
Lab Technician and/or Trainee	1**	
Industrial Field Supervisor and/or Technician.....	1	
Industrial Field Assistant and/or Trainee.....	1	
Plant Maintenance Supervisor.....	1	
Plant Maintenance Mechanic & Operator	1	
Plant Maintenance Mechanic.....	1*****	
Plant Maintenance Mechanic II and/or Trainee	2*****	
Plant Maintenance Support Person	1*****	
Laborer, unskilled, part time		1***
Maintenance Aide, part time.....		1***
Custodian, part time		1***
Office Associate II, part time.....		1*****

* At no time shall the Supervisor I classification exceed one (1) in number, nor shall the combined total of employees in the classifications of Supervisor I and/or Operator I and/or Trainee exceed the authorized manning level of nine (9).

** At no time shall the Lab Supervisor classification exceed one (1) in number, nor shall the combined total of employees in the classifications of Lab Supervisor and/or Lab Technician and/or Trainee exceed the authorized manning level of two (2).

*** At no time shall the combined total of employees in the classifications of Laborer, unskilled, Maintenance Aide, and Custodian, part time exceed the authorized manning level of two (2).

**** At no time shall the combined total of employees in the classifications of Assistant Superintendent and Supervisor II exceed the authorized manning level of one (1).

***** At no time shall the combined total of employees in the classifications of Office Associate II, Office Associate II, part time, Office Associate III, and Industrial Associate exceed the authorized manning level of two (2).

***** At no time shall the combined total of employees in the classifications of Plant Maintenance Mechanic, Plant Maintenance Mechanic II and/or Trainee, and Plant Maintenance Support exceed the authorized manning level of three (3).

SECTION 10.9. PARKS DIVISION

Supervisor II and/or I	1	
Operator II	1*	
Equipment Operator I and/or Trainee	4**	
Park Maintenance, part time.....		14
Custodian, part time		1

* At no time shall the combined total of employees in the classifications of Operator II and Equipment Operator I and/or Trainee exceed a total of four (4).

** At no time shall the combined total of employees in the classifications of Equipment Operator I and/or Trainee exceed the authorized level of four (4).

SECTION 11.0. DEPARTMENT OF PARKS & RECREATION

Recreation Administration

Director	1	
Office Associate II.....	1	

Recreation Programs

Program Coordinator I	1*	
Program Coordinator II	1*	
Assistant Program Coordinator, part time.....		1
Senior Center Monitor, part time.....		3**

* At no time shall the combined total of employees in the classifications of Program Coordinator I and Program Coordinator II exceed the authorized manning level of two (2).

Senior Center

Senior Citizens Center Manager.....	1	
Activities Coordinator II.....	1*	
Activities Coordinator I.....	1*	
Assistant Activities Coordinator, part time		2
Senior Center Bus Driver, part time		2
Secretary, part time		4
Senior Center Monitor, part time.....		3**

* At no time shall the combined total of employees in the classifications of Activities Coordinator II and Activities Coordinator I exceed the authorized manning level of two (2).

** At no time shall the combined total of Recreation Programs and Senior Center employees in the classification of Senior Center Monitor, part time exceed the authorized manning level of three (3).

EXHIBIT B

2025 COMPENSATION LEVELS

**2025 Compensation Levels
HOURLY PERSONNEL - FULL TIME**

GRADE	TITLE	2025 HOURLY RATE RANGE
8	Accounting Clerk.....	22.51 - 32.81
8	Office Associate II.....	22.51 - 32.81
9	Office Associate III.....	24.02 - 35.49
10	Industrial Associate.....	25.65 - 38.18
10	Information Systems Technician.....	25.65 - 38.18
10	Building Inspector Trainee.....	25.65 - 38.18
10	Building & Property Maintenance Inspector..	25.65 - 38.18
12	Building,Plumbing,or Electrical Inspector.....	28.61 - 43.60
12	Construction Inspector II.....	28.61 - 43.60
13	Combination Building Inspector.....	30.10 - 46.39
14	Engineering Technician.....	31.54 - 49.16
14	Industrial Field Technician.....	31.54 - 49.16
14	Supervisor I.....	31.54 - 49.16
14	Cemetery Sexton.....	31.54 - 49.16
15	Industrial Field Supervisor.....	32.32 - 50.86
16	Supervisor II.....	34.41 - 54.69
17	Fire Administrative Captain.....	35.83 - 57.54

**2025 Compensation Levels
HOURLY & BI-WEEKLY RATE STRUCTURE**

<u>GRADE</u>	<u>HOURLY RATE</u>	<u>BI-WEEKLY-RATE</u>
1	11.09 - 14.75	887.20 - 1,180.00
2	12.82 - 17.19	1,025.60 - 1,375.20
3	14.44 - 19.79	1,155.20 - 1,583.20
4	16.11 - 22.30	1,288.80 - 1,784.00
5	17.75 - 25.16	1,420.00 - 2,012.80
6	19.35 - 27.55	1,548.00 - 2,204.00
7	20.94 - 30.18	1,675.20 - 2,414.40
8	22.51 - 32.81	1,800.80 - 2,624.80
9	24.02 - 35.49	1,921.60 - 2,839.20
10	25.65 - 38.18	2,052.00 - 3,054.40
11	27.10 - 40.90	2,168.00 - 3,272.00
12	28.61 - 43.60	2,288.80 - 3,488.00
13	30.10 - 46.39	2,408.00 - 3,711.20
14	31.54 - 49.16	2,523.20 - 3,932.80
15	32.32 - 50.86	2,585.60 - 4,068.80
16	34.41 - 54.69	2,752.80 - 4,375.20
17	35.83 - 57.54	2,866.40 - 4,603.20
18	37.25 - 60.34	2,980.00 - 4,827.20
19	37.85 - 61.95	3,028.00 - 4,956.00
20	39.25 - 69.06	3,140.00 - 5,524.80
21	41.55 - 76.66	3,324.00 - 6,132.80

2025 COMPENSATION LEVELS
SALARIED PERSONNEL

<u>ELECTED PERSONNEL</u>	<u>ANNUAL WAGE</u>
SAFETY DIRECTOR.....	\$56,638.09
MAYOR.....	\$65,275.00 *
COUNCIL PRESIDENT.....	\$11,800.00 **
COUNCIL MEMBERS, EACH.....	\$10,000.00 ***

- * Effective January 2, 2026, the annual wage of the Mayor shall increase to \$75,000
- ** Effective January 2, 2026, the annual wage of Council President shall increase to \$14,000
- *** Effective January 2, 2026, the annual wage of Council Members, Each shall increase to \$12,000

APPOINTED PERSONNEL

Civil Service Commission Members, Each..... \$2,500.00

<u>GRADE</u>	<u>NON-ELECTED PERSONNEL</u>	<u>BI-WEEKLY WAGE RANGE</u>	
8	Assistant Golf Course Manager.....	1,800.80	2,624.80
8	Asst. Golf Course Superintendent.....	1,800.80	2,624.80
9	Activities Coordinator I.....	1,921.60	2,839.20
9	Program Coordinator I.....	1,921.60	2,839.20
10	Staff Accountant.....	2,052.00	3,054.40
11	Clerk of Council/Civil Service Secretary.....	2,168.00	3,272.00
13	Golf Course Superintendent.....	2,408.00	3,711.20
13	Communications Coordinator.....	2,408.00	3,711.20
14	Golf Course Manager.....	2,523.20	3,932.80
15	Activities Coordinator II.....	2,585.60	4,068.80
15	Program Coordinator II.....	2,585.60	4,068.80
15	WPCC Assistant Superintendent.....	2,585.60	4,068.80
16	Human Resource Administrator.....	2,752.80	4,375.20
16	Information Systems Manager.....	2,752.80	4,375.20
17	Deputy Finance Director.....	2,866.40	4,603.20
17	Economic & Community Development Director...	2,866.40	4,603.20
17	Maintenance & Operation Superintendent.....	2,866.40	4,603.20
17	Sr. Citizens Center Manager.....	2,866.40	4,603.20
18	WPCC Superintendent.....	2,980.00	4,827.20
19	Chief Building & Zoning Inspector.....	3,028.00	4,956.00
19	Parks & Recreation Director.....	3,028.00	4,956.00
20	Finance Director (\$ 500 bi-weekly bond retirement fund).....	3,140.00	5,524.80
20	Service Director.....	3,140.00	5,524.80
21	Director of Law.....	3,324.00	6,132.80

<u>GRADE</u>	<u>NON-ELECTED PERSONNEL</u>	<u>BIWEEKLY WAGE</u>
20	Assistant Fire Chief.....	5,524.80
20	Assistant Police Chief.....	5,524.80
21	Chief of Fire.....	6,132.80
21	Chief of Police.....	6,132.80

2025 Compensation Levels
HOURLY PERSONNEL - PART TIME

<u>TITLE</u>	<u>A</u>	<u>B</u>	<u>C-RATE RANGE</u>
Clerk-Typist I.....	13.65	14.70	15.75 - 17.85
Senior Center Monitor.....	13.65	14.70	15.75 - 17.85
Auto Mechanic.....	14.70	15.49	16.01 - 18.11
Maintenance Aide.....	15.75	17.06	17.85 - 19.95
Custodian.....	15.75	17.06	17.85 - 19.95
Clerk Typist II.....	15.75	17.06	17.85 - 19.95
Secretary.....	15.75	17.06	17.85 - 19.95
Senior Center Bus Driver.....	17.33	18.64	19.95 - 22.05
Assistant Activities Coordinator.....	17.33	18.64	19.95 - 22.05
Assistant Program Coordinator.....	17.33	18.64	19.95 - 22.05
Building & Property Maint. Inspector.....	17.06	18.38	20.21 - 23.36
Service Aide.....	17.06	18.38	20.21 - 23.36

<u>BUILDING INSPECTIONS</u>	<u>RANGE</u>
Combination Building Inspector.....	30.10 - 46.39

<u>WPCC</u>	<u>RANGE</u>
Office Associate II.....	22.51 - 32.81

<u>LAW</u>	<u>SALARY</u>
Assistant Law Director.....	1,350.99

<u>POLICE PERSONNEL</u>	<u>A</u>	<u>B</u>	<u>C-RATE RANGE</u>
Special Police.....	21.89	23.02	23.49 - 27.66
School Guard.....	15.18	16.53	17.02 - 22.06
Victims Advocate.....	21.80	23.99	24.50 - 29.33
Communications Operator.....	22.22	24.49	25.03 - 29.64

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Communications Clerk.....	19.08	21.21	23.34	25.67

RANGE

SRO (School Resource Officer)*	41.00 - 43.00
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*When a Special Officer is performing functions of an SRO and elects to be on city payroll, the officer will be paid an hourly rate that will be the same as the reimbursement rate of the school district.

<u>FIRE PERSONNEL</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Fire Safety Inspector, part-time.....	21.89	22.76	23.67	24.62	27.29
Fire Training Coordinator, part-time.....	28.28	29.44	30.65	31.93	34.03
Fire Administrative Officer, part-time.....	28.28	29.44	30.65	31.93	34.03

2025 Compensation Levels
 HOURLY PERSONNEL - PART-TIME (SEASONAL)

<u>AQUATICS:</u>	<u>A</u>	<u>B</u>	<u>C</u>
Cashier.....	13.00	13.50	14.00
Lifeguard.....	15.00	15.50	16.00
Water Safety Instructor(WSI).....	16.25	16.75	17.25
Life Guard Instructor.....	16.25	16.75	17.25
Asst Pool Manager.....	17.50	18.00	18.50
Pool Manager.....	19.00	19.50	20.00
Swim Team Coach.....	1,500.00	ANNUAL SALARY	
<u>PARKS & SERVICE</u>	<u>A</u>	<u>B</u>	<u>C</u>
Laborer 1.....	14.00	14.50	15.00
Laborer 2*.....	16.00	16.50	17.00

***must have 3 yrs + driving experience & able to drive a city vehicle**

2025 Compensation Levels
 HOURLY PERSONNEL - PART-TIME (SEASONAL)

<u>RECREATION</u>	<u>A</u>	<u>B</u>	<u>C</u>
Rec. Office Aide.....	13.00	13.50	14.00
Program Instructor.....	14.00	14.50	15.00
Teacher.....	16.50	17.00	17.50
Head Program Instructor.....	17.50	18.00	18.50
Summer Program Supervisor.....	19.00	19.50	20.00
Bus Driver.....	21.00	21.50	22.00

<u>GOLF COURSE</u>	<u>A</u>	<u>B</u>	<u>C</u>
Cashier.....	11.00	11.50	12.00
Greens 1.....	11.00	11.50	12.00
Greens 2*.....	13.00	13.50	14.00
Mechanic *.....	14.00	14.50	15.00
Concession Manager.....	13.00	13.50	14.00

*** must have 3 yrs + driving experience & able to drive a city vehicle**

<u>GENERAL</u>	<u>A</u>	<u>B</u>	<u>C</u>
Intern-Seasonal.....	15.00	15.50	16.00