

VILLAGE OF MARIEMONT, OHIO

ORDINANCE NO. O- 2 -24

TO AMEND ORDINANCE O-8-23 OF THE MARIEMONT CODE OF ORDINANCES TO INCREASE PAYMENT FOR EMPLOYEES

WHEREAS, Council has reviewed Ordinance O-8-23 known as the Amended Salary Ordinance and

WHEREAS, Council believes it is in the best interest of the Village to amend said Ordinance to update salaries for full time and part time employees; and.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MARIEMONT, STATE OF OHIO, A MAJORITY OF THE MEMBERS DULY ELECTED THERETO CONCURRING:

SECTION I. That Ordinance No. 0-8-23 passed on April 10, 2023 is repealed and a replacement Ordinance enacted.

SECTION II. That the rate of pay for the following jobs be established as stated below, effective pay period beginning April 14, 2024:

SECTION III. – Salaries.

FULL-TIME

<u>Job Grade</u>	<u>Minimum Wage /Top Wage</u>	
Police Chief/Fire Chief (1)	\$74,133.74	\$136,294.37
Lieutenant (2)	\$49,870.23	\$105,874.60
Sergeant (2)	\$46,884.00	\$97,936.18
Patrolman (6)	\$45,745.57	\$91,151.08
School Resource Officer (1)	\$47,902.40	\$61,435.75
Police Staff Assistant (1)	\$27,277.92	\$62,161.53
Assistant Fire Chief (1)	\$49,869.10	\$77,250.00
Fire Marshal (1)	\$46,884.00	\$88,590.19
Maintenance Superintendent (1)	\$51,080.37	\$77,250.00
Labor Mechanic (1)	\$18.55/hr	\$32.34/hr
Service Department Labors (3)	\$15.48/hr	\$31.09/hr
Senior Administrative Assistant (1)	\$40,902.75	\$76,019.11
Administrative Assistant, Mayor’s Office (1)	\$27,277.92	\$51,495.59
Tax Administrator (1)	\$42,764.33	\$73,262.12
Assistant Tax Administrator	\$35,000.00	\$48,960.00
Staff Assistant, Tax Office (1)	\$27,277.92	\$46,089.85

PART-TIME

<u>Job Grade</u>	<u>April 17, 2023</u>	
Police Patrolman	\$16.00/hr	\$21.02/hr
Assistant Police/Court Clerk	\$15.50/hr	\$20.02/hr
Firefighter: EMT Step 1	\$10.10/hr	\$15.26/hr
Firefighter: EMT Step 2	\$10.10/hr	\$16.10/hr
Crossing Guards	\$10.10/hr	\$14.47/hr
Service Department Labors	\$10.10/hr	\$20.00/hr
Typist, Secretary	\$10.10/hr	\$13.81/hr
Tax Administrator	\$29.00/hr	\$32.30/hr
Staff Assistant, Tax Office	\$11.62/hr	\$21.00/hr
Custodian, Municipal/Tax	\$10.10/hr	\$13.87/hr
Firefighter: Medic Step 2	\$10.74/hr	\$20.88/hr
Firefighter: Lieutenant	\$10.74/hr	\$24.22/hr
Firefighter: Captain	\$10.74/hr	\$25.34/hr

SECTION IV. Overtime - Other than as provided in Section IV and Section VI, any hours worked in excess of 40 hours in any one week by full-time hourly rated employees shall be paid at the rate of 1 1/2 times the straight hourly rate for all work in excess of 40 hours.

No part-time employees shall be paid overtime without the Department Head first receiving prior written approval from the Mayor.

None of the above compensation shall be applicable to Department Heads, except that the Chief of Police/Fire shall be eligible to earn overtime pay when policing school athletic events and other special situations where the Village is reimbursed by a third party for the cost of any such overtime pay.

SECTION V. Overtime – Full time Fire Department personnel will change from a 21-day FLSA cycle to a 28-day cycle. Full time staff, exclusive of the Assistant Fire Chief will work 192 hours in the 28-day cycle at straight time; overtime pay for the full-time fire personnel in excess of 212 hours during the 28-day period shall be paid at the rate of 1 ½ times their straight time hourly rate. Assistant Fire Chief will work 160 hours in a 28-day cycle. Overtime pay in excess of 171 hours during the 28 day period shall be paid at the rate of 1 ½ times his/her straight time.

That overtime for full-time police personnel in excess of 160 hours in a 28-day period shall be paid at the rate of 1 ½ times their straight hourly rate.

That all employees, except for full-time fire personnel, who so designate, may accumulate no more that 48 hours of compensatory time at any given time. The employee shall be credited with 1½ hours for each hour worked, with the total accumulated never to exceed 48 hours. Full time fire personnel may accumulate no more than 48 hours.

Full-time Fire and Maintenance employees shall receive a minimum of one-hour pay for call-in situations.

SECTION VI. Court Pay - Members of the Police Department, when it is not during their regularly scheduled working hours, shall be paid for not less than three hours overtime pay for court appearances.

SECTION VII. Mandatory Meetings - Pay for attendance at mandatory meetings when it is not during their regularly scheduled work hours of full-time firefighters or police officers, shall be as follows:

(A) Firefighters shall be paid 1 1/2 times their regular hourly pay for each hour of the first four meetings per year and \$20.00 per meeting thereafter, not to exceed 24 meetings annually, providing that the time does not exceed F.L.S.A. guidelines;

SECTION VIII. Part-Time Employees - Part-Time firefighters and paramedics shall be paid at the rate of 1 ½ times their normal hourly rate for any hours actually worked on the following holidays: (1) New Year's Day; (2) Martin Luther King Day; (3) President's Day (4) Memorial Day; (5) Juneteenth Day (6) Independence Day; (7) Labor Day; (8) Indigenous Peoples' Day; (9) Veteran's Day (10) Thanksgiving Day (11) Christmas Eve, (12) Christmas Day and (13) New Year's Eve.

Crossing Guards shall be paid for any hours they would have otherwise worked when school is closed due to snow, up to a maximum of five snow days per year.

SECTION IX. Promotions - That the Mayor make recommendations to Council for the promotion of personnel from a lower grade to a higher grade. An employee who is promoted shall not be paid less than 100% of his/her former salary.

After being promoted, an employee shall be required to complete a 180-day probationary period.

SECTION X. Probationary Period for New Employees - That each employee of the Police, Fire and Maintenance Departments shall be considered to be on a probationary status for 12 months from the date of his/her employment. During the probationary period no employee shall be compensated for sick time, vacation time, or personal leave time. Thereafter, the employee shall be considered to be a full-time Village employee with full-service time retroactive to his/her date of employment.

That each employee of the Administration and Tax Departments shall be considered to be on a probationary status for the first 180 days from the date of his/her employment. During the probationary period no employee shall be compensated for sick time, vacation time, or personal leave time. Thereafter, the employee shall be considered to be a full-time Village employee with full-service time retroactive to his/her date of employment.

SECTION XI. Maximum Salary/Pay Increases - All employees new to a salary range will serve a minimum of three years in a grade before being paid the maximum allowable salary.

The salary level of employees may be adjusted in increments and time intervals as approved by the Mayor.

SECTION XII. Accident Policy - That the Village of Mariemont shall purchase an accident policy for each volunteer fireman and pay the cost thereof.

SECTION XIII. Vacation - That each full-time employee shall earn vacation as follows:

(A) One-year anniversary date of continuous service – 2 weeks

- (B) Seven-year anniversary date of continuous service – 3 weeks
- (C) Fifteen-year anniversary date of continuous service – 4 weeks

Vacation time does not accrue from year to year.

For purposes of determining continuous service, layoffs of less than 2 years shall not be considered as breaking continuous service, although the period of layoff will not be used in calculating vacation.

Continuous prior service to the Village by a Part-Time employee will count towards the calculation of vacation time. The credited time will be calculated by using the number of paid hours worked per calendar year of service. Example: An employee worked 832 paid hours in 2002. They would receive a 40% credit (832/ (8-hour day times 5 days/week times 52 weeks) for a 80-hour per paycheck worker or the % equivalent for other pay cycles.

Unused vacation days, up to 5, can be carried over to the next calendar year.

SECTION XIV. Sick Leave - Effective January 1, 1980, each full-time employee shall be entitled to sick leave as follows:

- (A) All employees except those listed in (B) below shall receive 10 hours of sick leave for each month of service. Unused sick leave may be cumulative up to a maximum of 120 days.
- (B) The Fire Marshal shall receive 14 hours of sick leave for each month of service. Unused sick leave may be cumulative up to a maximum of 168 days.
- (C) For those Village employees accumulating the maximum number of sick leave hours allowable under Village code (960 hours, except 1,344 hours in the case of a fire marshal), the Village shall pay that employee for one-half of any sick time not used in that year up to a maximum of 60 hours per year (except for Fire Marshal which is a maximum of 84 hours per year), so long as that employee used 40 hours (or 48 hours in the case of a fire marshal) or less of sick leave during that year.

No sick leave may be granted to a Village employee upon or after his/her retirement.

The Mayor is hereby authorized to implement a policy for the continuation of wages for employees who sustain a job-related injury or illness. Employees will not be charged with the use of sick leave when off work under this provision.

Donation of sick leave.

- (1) *Purpose.* To support employees that are forced to endure a catastrophic illness or injury, employees are permitted to donate sick leave to other employees in order to supplement their paid sick leave while absent from work.

- (2) *Definitions.*

DONEE. The person receiving a donation of leave.

DONOR. The person donating leave to another employee.

- (3) Each donation of sick leave must be for a minimum of eight hours. The employee may donate an unlimited number of sick hours as they desire to another employee each time there is a need

provided it is approved by their Department Head and Mayor. Donors must retain a sick leave balance of at least 400 hours after each donation. No donated leave will be returned to the donor, whether or not the leave is used by the donee. All requests to donate sick leave must be in writing by the donor to their Department Head. Donation requests must be approved by the donor's and donee's respective Department Heads, and the Mayor, before the leave can be donated.

- (4) Employees who are eligible and wish to donate their sick leave to another employee will not be charged for donated hours of sick leave as it pertains to Sick Time Sell Back. The employee's sick leave balance will decrease by the number of hours donated, but the employee will not forfeit their eligibility for Sick Time Sell Back, unless the employee uses 40 plus hours of sick time for their personal use. In either case, the employee must retain a balance of 960 hours in their sick leave bank in order to be eligible for the Sick Time Buy Back Program.
- (5) A separate sick leave bank will be established for each donee in need. Donated time may be used by a donee only after he or she has exhausted his or her paid leave, including but not limited to all sick leave, vacation leave, comp time, etc. Each donee's sick leave bank may not exceed a total accumulation of more than 2080 hours at any time. All unused leave in the donee's sick leave bank will expire 180 days after the donee returns to work. Donated sick leave may be used by the donee as his or her regular sick leave is used, except that time in the sick leave bank cannot be used by the donee to receive payment upon retirement.
- (6) Donors and donees must be in good standing with his or her department in order to participate in the donation program. Sick leave may be donated to another employee at any time during the illness or injury.
- (7) The Mayor has the authority to determine whether a potential donee's illness or injury warrants participation in the donation program. The Mayor may require whatever proof of illness or injury from the potential donee or his or her medical providers deemed necessary to enable the determination.

A full-time employee shall be granted a maternity leave of absence to commence on a date determined by her physician. The employee shall use accumulated sick leave to be compensated for maternity leave. The Mayor is hereby authorized to implement a policy for the use of maternity leave.

SECTION XV. Medical and Dental Coverage - The Village of Mariemont shall pay the premium costs to provide dental coverage, life insurance and AD&D insurance for all full-time employees as set forth herein. Full-Time employees will be offered medical coverage with a shared cost dependent on employee choice of medical plan. Additionally, the Village shall participate in the employee's Health Savings Account (HSA). Funding these accounts will coincide with the calendar year versus the benefit year per IRS rules for HSA use and shall be set forth below.

	Platinum A	Gold A	Platinum C
Employee premium share	13%	7.5%	5%
HSA Contribution Single	\$1,100	\$1,100	\$1,500
HSA Contribution EE+1	\$2,200	\$2,100	\$3,000

The July 2020 payment will be the balance of 2020. January 2021 will reflect one half of this amount. This will allow the employees to align their annual deductible costs to the IRS rules.

For those full-time employees requesting coverage other than single dental coverage, the Village shall pay ninety-four percent (94%) of the premium cost and the employee shall pay six percent (6%) of the premium cost of the difference between single dental coverage and the selected dental coverage.

In addition, HSA contributions by the Village will be prorated by months for new hire eligible for healthcare benefits. (Example: a person working 4 months in a year will receive equivalent contribution for 4 months)

SECTION XVI. Holidays – Police and Fire Departments - That all full-time members of the Police and Fire Departments shall receive the following 11 holidays:

(1) New Year's Day; (2) Martin Luther King Day; (3) President's Day; (4) Memorial Day; (5) Juneteenth Day (6) Independence Day; (7) Labor Day; (8) Indigenous Peoples' Day (9) Veteran's Day (10) Thanksgiving; (11) Christmas.

Full-time members may be given the day off, with pay, if scheduling permits. In the event a full-time member is required to work on a holiday, he/she will be paid an additional day's pay over and above the employee's regular pay. Rate of pay to be based on 260-day work year (52 weeks x 5 days). The employee's base salary shall be divided by 260 to determine holiday pay. Payment is to be made on the payroll that contains the date on which the holiday falls.

If required to work on a holiday, the Chief of Police/Fire will be compensated as described above.

SECTION XVII. Holidays – Non-Police and Fire Employees - All full-time employees other than those in the Police and Fire Departments shall receive the following 11 holidays:

(1) New Year's Day; (2) Martin Luther King Day; (3) President's Day; (4) Memorial Day; (5) Juneteenth Day (6) Independence Day; (7) Labor Day; (8) Indigenous Peoples' Day (9) Veteran's Day (10) Thanksgiving; (11) Christmas.

In the event a full-time employee is required to work on a holiday, the employee shall receive 1 ½ the hourly rate for each hour worked in addition to his regular pay. Holiday work schedules are to be approved in advance by the Mayor. If the holiday falls on a Saturday, Friday shall be considered to be the holiday. If the holiday falls on a Sunday, Monday shall be considered the holiday.

If required to work on a holiday, a Department Head will be compensated in the same manner as Chief of Police/Fire.

SECTION XVIII. Personal Days - All full-time employees are to receive three (3) workdays of personal leave annually. Personal leave days do not accrue from year to year.

SECTION XIX. Swimming and Tennis Passes - That the Village shall provide family passes for swimming and tennis facilities for all full-time employees. Part time employees may purchase individual or family passes to the Village's swim and tennis facilities.

SECTION XX. That the rate of pay and benefits established in this Ordinance be subject to review bi-annually. The revisions and/or additions made in the Ordinance shall apply to all employees as stated.

SECTION XXI. Incentive Pay - That the Village may provide incentive pay for those full-time employees who have shown by their effort and example outstanding ability in performing their duties.

- (A) Very Good \$350 to \$600
- (B) Exceptional \$600 to \$850

Council approved Holiday Pay up to \$500.00 for each Full-Time Employee in lieu of Incentive Bonus Pay

All performance ratings shall be approved by the Department Head and the Mayor. Incentive pay shall be awarded after completion of annual reviews.

SECTION XXII. Retirement/Severance Pay - Full time employees of the Village of Mariemont will be eligible for the following benefits when they retire under Public Employees Retirement System of Ohio, and Police and Firemen’s Disability and Pension Fund.

- (A) One month’s severance pay.
- (B) Full unused vacation for the year in which the retirement occurs.
 1. This may be taken in pay or days off, or a combination of each.
 2. Employees retiring on December 31st of any year will receive vacation for the coming year.
- (C) Accrued but unused compensatory time.
- (D) Accrued but unused personal days.

SECTION XXIII. Longevity Pay - Each full time Village employee shall receive longevity pay as follows:

- (A) \$200 base upon completion of 5 years of continuous service for full-time employees
- (B) \$25 incremental increase, plus the \$200 base for each additional year of continuous service for full-time employees

Continuous prior service to the Village by a part-time employee will count towards the calculation of longevity pay, as follows:

- (A) Rate to be calculated by number of paid hours per calendar year of service. **EXAMPLE:** An employee worked 832 paid hours in 2002. They would receive a 40% credit (832/(8-hour days times 5 days/week times 52 weeks) for an 80-hour per paycheck worker or the % equivalent for other pay cycles.

For purposes of determining continuous service, layoffs of less than 2 years shall not be considered as breaking continuous service, although the period of layoff will not be used in calculating longevity.

Longevity pay will be paid on the payroll that contains the employee’s anniversary date. Any right to longevity pay terminates upon termination of employment with the Village for whatever reason.

Continuous prior service to the Village by a Part-Time employee will count towards the calculation of vacation time. The credited time will be calculated by using the number of paid hours worked per calendar year of service. Example: An employee worked 832 paid hours in 2002. The would receive a 40% credit (832/8 hr day time 5/week times 52 weeks) for a 80 per paycheck worker or the % equivalent for other pay cycles.

SECTION XXIV. Pay for Acting Supervisory Duties – An employee, acting as a supervisor during the extended temporary absence of a supervisor, may, with the prior approval of the Mayor, receive extra compensation, within the supervisory range, for a specified period of time.

Passed: February 12, 2024

William A. Brown, Mayor

ATTEST:

I, Kelly I. Rankin, Fiscal Officer of the Village of Mariemont, Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing Ordinance was duly made by posting true copies thereof at five of the most public places in said corporations as determined by the council, as follows: at the Concourse, Miami Bluff and Flintpoint Way; the Tennis Court property, on the east side of Plainville Road between Maple and Chestnut Streets; the site of the Municipal Building, Wooster Pike and Crystal Springs Road; the northeast corner of the intersection of Rembold and Miami Road inside the enclosure; the northwest corner of the Old Town Center, intersection of Chestnut and Oak Streets; each for a period of fifteen days commencing on the 13th day of February 2024.

Kelly I. Rankin, Fiscal Officer