

ORDINANCE NO. 102-20

AN ORDINANCE AMENDING AND REPLACING SECTIONS 31.01 THROUGH SECTION 31.21 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO EMPLOYEES NOT COVERED UNDER CURRENT UNION CONTRACTS, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

WHEREAS: The Finance Director has recommended a total revision of the Salaries and Benefits Code of the City of Medina, Ohio, relative to employees not covered under current union contracts and other clean-up revisions to the code.

WHEREAS: That an explanation of the revisions is marked as Exhibit A, attached hereto and incorporated herein.

WHEREAS: That a copy of the amended sections with changes noted is marked as Exhibit B, attached hereto and incorporated herein.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That the Salary & Benefits Code of the City of Medina, Ohio is hereby amended and replaced in its entirety.

SEC. 2: That a copy of the newly revised Salary & Benefits Code is marked Exhibit C, attached hereto and incorporated herein.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason the Teamster and Police contracts have been approved by Council; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: May 26, 2020

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: May 27, 2020

SIGNED: Dennis Hanwell
Mayor

Exhibit A

- 1) Amend Section 31.04(A) Special Regulations, Shift Differential to increase the rate for non-union employees from \$.35 per hour to \$.50 per hour for those assigned to work second or third shift. The new Teamsters contract is \$.35/hour, but the three new police contracts are \$.50/hour.
- 2) Amend Section 31.13(1) Vacations to reflect the more exact vacation accrual rates of 3.077, 4.615, 6.154, and 7.692. This does not change the amount of time an employee is earning, just corrects the rounding.
- 3) Amend Section 31.13(2) Vacations by adding paragraph D: "the vacation period is from the first day of the payroll year through the last day of the payroll year. The payroll year is based on pay dates, not worked dates." This paragraph matches newly added Article 24, Section 10 in the Teamsters contract. This change will allow employees to look at their paystubs and know how much vacation time they used within a one year period versus the calculation need to currently figure out that number.
- 4) Amend Section 31.14(A) Sick Leave to add the language from Teamsters contract Article 20, Sections 1-6 to clarify use of sick time, and to adjust the accrual rate to 4.615 to correct for rounding. This proposed wording keeps the current Section, but adds several paragraphs:
 - (A) Each full-time City employee shall be entitled, for each completed eighty (80) hours of service, sick leave of 4.615 hours based on the employee's regular hourly wage. Unused sick leave shall be cumulative without limit.
 - (B) Employees may use such sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees; and for illness or injury in the employee's immediate family. For purposes of this Article, immediate family is defined as parent, mother-in-law, father-in-law, sister, brother, spouse, child, or stepchild.
 - (C) A full-time employee may also use such sick leave, upon approval of the responsible administrative officer of the employing unit, for each death in their immediate family. Immediate family shall be defined to include the employee's spouse, children, mother, father, grandmother, grandfather, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law. A death certificate or obituary notice in the newspaper is necessary for payment. The City may approve two additional sick leave days off for funeral leave for funerals or other legitimate reasons related to the death of an employee's immediate family member.
 - (D) Employees unable to report for any of the reasons in Sections B and C, must report their anticipated absence to the department supervisor one-half hour before the start of their shift on the first day of absence and each succeeding day of absence, unless other arrangements are authorized by the supervisor. Full-time employees who fail to provide the required one-half hour notice will not be paid for the time off.

- (E) When sick leave is used, it shall be deducted from the employee's accumulated sick leave credit on the basis of one (1) hour for every one (1) hour of absence from previously scheduled work.
- (F) All employees who are absent for three (3) or more consecutive days may be requested to submit a statement from a licensed physician concerning their illness (or illness of those being cared for). In addition, any abuse or patterned use of sick leave may be just and sufficient cause for disciplinary action. The City may require a physician's verification for each occurrence of sick leave of employees who have demonstrated a patterned use or abuse of sick leave.

Patterned use or abuse of sick leave includes regularly using sick leave before or after weekends, before or after holidays, before or after normal days off, on certain days of the week, in an excessive number of individual sick days off compared to the average number of sick leave days off for the department as a whole, use immediately after sick leave is accrued, or in a manner inconsistent with the request for sick leave, e.g. personal reasons during the time the employee would have been scheduled to work.

- (G) Sick leave time off is for the employee's recuperation from illness or activity directly related to recuperation, e.g., purchase of medicine, or doctor's visits, during an employee's normal working hours. It also includes similar activity for the care of a person defined in Section B above. Employees on sick leave or taking care of someone for appropriate sick leave purposes shall not engage in any personal or recreational activity during the time they would have been scheduled to work. Sick leave for a doctor's visit shall be used for the time necessary for such visit and related visits to obtain prescription drugs or prescribed therapy. Sick leave abuse will be analyzed based on an employee's conduct during normal working hours while on sick leave.
- (H) Any non-union employee shall be permitted to convert two (2) days of sick leave to two (2) days of stress time for each six (6) month period during which the employee does not utilize sick leave. Six month periods shall be defined as January 1 through June 30 and July 1 through December 31. Taking a stress day shall not constitute utilizing sick leave under this section, but hours are deducted from sick time balance. *The stress days under this section must be utilized within six months of when they are earned, and shall only be taken with the advance approval of the supervisor or department head, except where the day is used in an emergency situation.*
- (I) The previously accumulated sick leave of an employee who has been separated from the City's service may be placed to his credit upon his re-employment in the City service, provided that such re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. (The responsible administrative officer of the employing unit may require the employee to furnish satisfactory affidavit that this absence was caused by illness due to any of the causes mentioned in this section.)

- 5) Section 31.14 Sick Leave, Current Paragraph B, add a sentence at the end of the paragraph saying "the additional sick leave provided in this section is to be used only after accumulated sick leave as provided elsewhere in this Article has been depleted." Currently, we have not asked employees to use their regularly earned sick time first. The Teamster contract did not add this sentence, but the three police contracts did.
- 6) Section 31.14 Sick Leave, keep current paragraphs C, D, E, and F as they are.
- 7) Amend Section 31.15(B) Law Enforcement Education Benefit to add honorable discharge from the military after serving three or more years to be eligible for the law enforcement educational benefit. This will match the new police contracts. Proposed wording:

Upon receipt of or proof of having earned an associate degree in the law enforcement field, or a four (4) year baccalaureate degree from an accredited university, or upon proof of an honorable discharge after having served three (3) or more years in a branch of the United States military; or three (3) or more years in the Ohio National Guard, all non-union police officers shall receive additional compensation in the amount of ten dollars (\$10) per pay period, payable semiannually in June and December of each year.
- 8) Elimination of outdated items in the Paycode:
 - a) Section 31.05 Water Department Assignments: Eliminate special remarks regarding Robert Depew highlighted by the asterisk at the end. Employee has retired.
 - b) Section 31.04 Special Regulations: Remove (D), stating any non-Motor Equipment Operator shall receive 5% additional compensation if asked to perform MEO duties. This item is addressed in Teamsters contract and teamsters receive 7% additional compensation if assuming additional responsibilities.
 - c) Section 31.09.2 Employees Not Receiving Overtime Pay: Remove section (B) pertaining to employees having earned compensatory time prior to May 25, 1977 and being allowed to carry forward until resignation. All employees covered under this item have retired.
 - d) Section 31.11 Holiday Pay: Eliminate extra wording of "**or regular**" and "**except pool and playground personnel.**" It should only state "**all full-time employees**" in the first sentence. Currently only full-time employees receive holiday pay and those words can cause confusion.
 - e) Section 31.16 Group Hospitalization: Delete last two sentences in Section 3 explaining requirements to be eligible for opt-out compensation for period covering May 23, 2017 through August 31, 2017. No longer applicable.

Exh. B 1
Ord 102-20

SECTION 31.02 SCHEDULE OF PAY FOR UNCLASSIFIED EMPLOYEES

The following unclassified employees shall be paid a salary or wage in accordance with the following schedule and pay basis:

(A) **SEASONAL EMPLOYEES.** (Seasonal positions may not be filled for more than 910 hours or 180 calendar days except those addressed in Teamsters contract.)

(1) **RECREATION DEPARTMENT**

<u>Positions</u>		<u>Hourly Rate</u>	<u>RC Code</u>
1	Memorial Pool Manager*	See 31.02(E) MCRC pay scale	29/30
1	Memorial Pool Head Lifeguard*	See 31.02(E) MCRC pay scale	20
1	Memorial Pool Deck Supervisor*	See 31.02(E) MCRC pay scale	22
1	Memorial Pool Cashier*	See 31.02(E) MCRC pay scale	12
7	Lifeguards* Maintenance**	See 31.02(E) MCRC pay scale Pay Grade 51A	X 14

* A position may be filled by more than one person per day not to exceed the normal operating hours.

** Number of positions, hours and days per Teamster Contract Article 30, Section 2.

(Ord. 99-04, 134-11, 67-17) (42-28) ✓

(2) **SERVICE DEPARTMENT**

		<u>Hourly Rate</u>
7	Laborer*	Pay Grade 51A

*Seasonal and part-time positions in the Service department shall be allocated to departments on a need basis as determined by the Director of Public Service.

(Ord. 273-05, 134-11, 32-14)

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 29 hours in any week.)

(1) **PARKS AND RECREATION DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
5	Laborers	per contract
1	Cemetery Laborer	per contract
1	Turf Technician	per contract + 7%

(Ord. 76-08, 134-11, 32-14, 98-17, 56-20)

(2) **SERVICE DEPARTMENT**

		<u>Hourly Rate</u>
2	Laborers*	Pay Grade 51A
1	Clerical Help	Pay Grade 5A
1	Custodian	See Teamster's Contract Part-Time A

*Seasonal and part-time positions in the Service department shall be allocated to departments on a needs basis as determined by the Director of Public Service.
(Ord. 2-04, 242-04, 76-08, 134-11, 32-14, 38-17)

(3) **FINANCE DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
1	Assistant Deputy Director of Finance*	Pay Grade 22F

take
*This position is a temporary part-time position for training purposes, and shall expire on November 22, 2017.

(4) **FIRE DEPARTMENT**

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
1	Custodian	Pay Grade 54A
3	Laborer	Pay Grade 51A

(5) **MUNICIPAL COURT**

		<u>Hourly Rate</u>
	Court Security Officers**	Pay Grade 6A
	Building Custodian	Pay Grade 55A

(Ord. 20-12)

**The position of Court Security Officer may be filled by more than one person.

(Ord. 100-03, 128-04, 164-05, 273-05, 130-06, 153-06, 114-07, 129-0, 104-09, 111-10, 134-

11)

(6) **MUNICIPAL COURT GRANT POSITIONS**

		<u>Hourly Rate</u>
1	Intensive Supervision Probation Officer*	\$25.58/hr.
1	Probation Officer/Group Facilitator**	\$25.58/hr.

Keep
*Positions effective to June 30, 2021. The Intensive Supervision Probation Officer shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Intensive Supervision Probation Officer may be full or part-time as dictated by grant.

**Position of Probation Officer/Group Facilitator shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Probation Officer/Group Facilitator can be full or part-time as dictated by grant. Currently, as of January 13, 2020 – 11.5 hours/week are being paid from JRIG Grant and 28.5 hours/week

from the CCA Grant.

(Ord. 69-12, Ord. 150-12, 128-13, 128-14, 90-15, 8-16, 89-16, 126-17, 157-18, 110-19, 24-20)

(7) **POLICE DEPARTMENT**

		<u>Hourly Rate</u>
1	Administrative Asst. – part time	Pay Grade 8A
2	Communication Operators***	Step A of Contract
4	Records Clerk	Pay Grade 5A
2	Stationary Load Limit Inspector*	Pay Grade 5A
1	Parking Meter Attendant**	Pay Grade 58A
1	Patrol Officer****	per contract

*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

*** The part-time Communication Operator position shall be a position filled for as long as there are open full-time dispatcher positions available. The part-time Communication Operator position may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.

****Patrol Officer not to exceed thirty (30) hours per week.

(Ord. 159-02, 163-03, 164-04, 238-05, 185-06, 138-07, 147-07, 161-08, 43-09, 111-09, 168-09, 98-10, 86-10, 55-11, 134-11, 29-12, 210-12, 137-14, 178-16)

(8) **SANITATION DEPARTMENT**

		<u>Hourly Rate</u>
6	Laborer	per contract

(Ord. 27-13)

(9) **CABLE TV**

		<u>Hourly Rate</u>
2	Cable TV Production Assistant*	Pay Grade 51A

*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.

(Ord. 134-11, 187-14, 54-16)

(10) **ENGINEERING DEPARTMENT**

		<u>Hourly Rate</u>
1	Engineering Assistant	Pay Grade 59A
1	Clerical Help	Pay Grade 5A

(Ord. 216-07, 134-11)

(11) **COMMUNITY DEVELOPMENT DEPARTMENT**

Hourly Rate

	1	Code Enforcement Inspector	Pay Grade 93A
	1	Clerical Help	Pay Grade 5A
<i>eliminate</i>	1	Economic Development & Marketing Manager	Pay Grade 9A

(Ord. 2-04, 22-11, 25-11, 134-11, 151-11, 130-13, 70-14, 114-15, 41-17, 158-18)

(12) **LAW DEPARTMENT**

			<u>Hourly Rate</u>
	2	Clerical Help	Pay Grade 5A

(Ord. 2-04, 7-19)

(13) **COUNCIL OFFICE**

			<u>Hourly Rate</u>
	1	Deputy Clerk of Council/ Legislative Assistant	Pay Grade 14F

(Ord. 2-04, 17-10, 206-10, 134-11)

(14) **CITY HALL**

			<u>Hourly Rate</u>
	5	Substitute Clerical Help*	Pay Grade 5A

(Ord. 17-10, 118-11, 134-11, 142-13)

* If a department has unused budgeted hours and funding, a request for clerical assistance shall be made through the Mayor's Office and time will be allocated to departments on a needs basis as determined by the Mayor.

(C) **GENERAL PROVISIONS.**

(1) All new unclassified employees shall start at the hourly rate set forth above which is appropriate to the position.

(2) Employees new to the City but having outside experience may at the time of employment be paid at a higher rate than the entry level rate for their position provided the pay is recommended by the Administration and approved by City Council.

(3) Seasonal and part-time employees who return to work for the City in subsequent years shall receive the same hourly rate they received the previous year unless Council has increased the rate of pay. The rates for unclassified employees shall be considered by City Council annually during the budget process if such consideration is requested by the Administration.

(4) Unclassified employees employed by the City on or before October 1, 1993 shall be paid on the schedules appropriate to their positions as were in effect on October 1, 1993.

(5) Temporary employees substituting for full-time employees will be paid at a rate not-to-exceed the entry level rate for that position.

(6) Pay rates for seasonal and part-time employees as set forth in Sections 31.02 (A) and (B) above shall not be raised by any general increases granted to full-time employees unless specifically authorized by City Council.

(D) **FIRE DEPARTMENT.** (see attached schedule)

(E) **RECREATION CENTER.** (see attached schedule and procedure)
(Ord. 16-02, 99-04, 251-05, 82-06, 165-10, 174-11, 39-13, 185-13, 209-14, 15-15, 33-16, 165-19, 168-19)

(F) **PARKING VIOLATION BUREAU.**

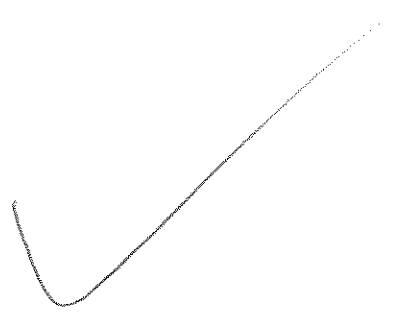
In accordance with Section 353.04(b) of the Medina City Code of Ordinances, the Parking Violation Bureau Hearing Officer shall be compensated at the rate of \$75.00 per hour.

Non-Union:

- 2005 - 4% increase - Ord. 226-04
- 2006 - 3% increase - Ord. 267-05
- 2007 - 3% increase - Ord. 244-06
- 2006 and 2007- increased to 3½ retro and 3½% for 2008 – Ord. 48-07
- 2009 – 3 ¼% increase – Ord. 224-08
- 2010 – 3% increase – Ord. 187-09
- 2011 – 1-1/2% increase – Ord. 133-11
- 2012 – 2% increase – Ord. 133-11
- 2013 – 2-1/2% increase – Ord. 133-11
- 2014 – 2% increase – Ord. 96-14
- 2015 – 2% increase – Ord. 96-14
- 2016 – 2% increase – Ord. 96-14
- 2017 – 2-1/2% increase – Ord. 84-17
- 2018 – 2-1/4% increase – Ord. 84-17
- 2019 – 2% increase – Ord. 84-17

2020
2021
2022

- Ord. 93-20
- Ord 93-20
- Ord 93-20



fill in

Sec. 31.03
Ord. 267-05
05/07/20

SECTION 31.04 SPECIAL REGULATIONS

Handwritten notes and scribbles at the top of the page.

(A) There is hereby granted a thirty-five cent (35¢) hourly pay differential for employees assigned to working the second and third shifts.

(B) Payment of an extra employee for training purposes shall be permitted for a period not to exceed four (4) weeks. The pay for that period shall be at Step "A" of the current grade for that position or of the pay grade immediately below. The aforesaid four week training period shall not occur during an existing employee's vacation time. If an out-going employee chooses to use earned benefits to complete their employment after the training period; both employees may be paid. (Ord. 80-12)

The Director of Finance is authorized to extend the training period for the position of Deputy Director of Finance for a period not-to-exceed twelve weeks. The pay for that period shall be at Step "A" of the current grade for that position or of the pay grade immediately below. (Ord. 132-06)

(C) The Clerk of Council, upon obtaining certification by the International Institute of Municipal Clerks, shall be entitled to be advanced to the appropriate pay grade and classification, in accordance with Section 31.08(D), upon the approval and recommendation of Council.

Remove + remember

(D) Any non-Motor Equipment Operator who has the proper licensing as required by the State of Ohio and who is assigned as a Motor Equipment Operator for at least one shift, shall receive additional compensation of 5% of his base pay for the hours worked as a Motor Equipment Operator.

(E) The assignment of city vehicles to non-police and fire employees for personal use shall be approved by City Council each year as a part of the budget process. The value received by employees shall be treated in a manner prescribed by the Internal Revenue Service.

(F) Similar to the pension pick-up offered to bargaining unit employees of the Police Department, the City will pay the deferred pension to those holding the positions of Police Chief and Lieutenant(s) effective January 1, 1999. (Ord. 115-17)

(G) That Greg Huber, Law Director (part-time) shall be paid the salary of Assistant Prosecutor for the period of time he performs those duties and responsibility in addition to his normal duties of Law Director. The pay shall be designated by an asterisk (*) in Section 31.05 and shall be retroactive to February 8, 2010. (Ord. 41-10)

(Ord. 98-17)
Ord. 273-05, 85-17, 115-17, 56-20

SECTION 31.05 DEPARTMENTAL ASSIGNMENTS

There shall be the following number of positions, officers, and employees of the various departments hereinafter set forth and they shall receive compensation within the respective classification and pay grades established in Section 31.03; and the salaries and compensation shall be paid to such officers and the employees of the City from the various funds for which the services are performed, unless otherwise hereinafter designated, as follows:

CABLE TV

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Cable TV Executive Director/General Manager	16 A-F	Classified
1	Cable TV Operations Director	12 A-F	Classified
2	Cable TV Production Assistant (part-time)**	Sec. 31.02(B)(9)	Part-time
1	Assist. Producer/Technical Operations Director *	3 A-F /8 A-F***	Classified

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission.

*Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06, 101-17

**The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.

*** Assistant Producer/Technical Operations Director Position to be paid at pay grade 8 A-F - effective January 1, 2018.

Ord. 54-04, 246-06, 187-14, 54-16, 101-17

CIVIL SERVICE COMMISSION

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Secretary to Civil Service Commission	11 A-F	Classified/appointed by Civil Service Commission

CITY COUNCIL

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	President of Council	Sec. 31.01	Elected
6	Council members	Sec. 31.01	Elected
1	Clerk of Council/Certified Clerk of Council	Pay Grade 103/104 (annual salary paid bi-weekly)	Unclassified/appointed by Council

Sec. 31.05
4/8/20

1 Deputy Clerk of Council/Legislative Assistant Pay Grade 14F Part-time
 (part-time)

Ord. 2-04, 17-10, 22-10, 170-10, 206-10, 134-11, 21-15

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Community Development Director	Pay Grade 122	Unclassified, appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Economic Development Director	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Building Official	Pay Grade 113	Unclassified/appointed by Mayor-confirmed by Council
1	Building Dept. Admin. Assist.	7 A-F	Classified
1	Economic Development/Planning Admin. Asst.	7 A-F	Classified
1	Building/Property Maintenance Inspector	16 A-F per contract	Classified
1	Code Enforcement Inspector	93A	Unclassified, Part-time
1	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time
1	Economic Development & Marketing Associate Manager	9A Pay Grade 110	Unclassified, Part-time <i>appointed by Mayor</i>

Ord. 41-06, 88-06, 99-09, 82-10, 152-02, 153-02, 2-04, 21-04, 33-04, 7-06, 22-11, 25-11, 76-11, 134-11, 151-11, 2-12, 14-12, 130-13, 120-14, 114-15, 41-17, 158-18

ENGINEERING DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> Pay Grade 109	<u>Classified Service</u>
1	Chief Engineer		Classified (annual salary paid bi-weekly)
1	Engineer II	14 A-F	Classified
1	Engineering Technologist	12 A-F	Classified
1	Senior Construction Inspector	11 A-F per contract	Classified
1	Construction Inspector	9 A-F per contract	Classified
1	Engineering Assistant (part-time)	Sec. 31.02(B)(9)	Part-time
1	Clerical Help (part-time)	Sec. 31.02(B)(9)	Part-time

Ord. 239-04, 7-06, 216-07, 134-11, 133-13

EQUIPMENT MAINTENANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Equipment Maintenance Superintendent	15 A-F	Classified
3	Equipment Maintenance Mechanic	34.5 A-F per contract	Classified

Ord. 148-04

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Finance	Sec. 31.01	Elected
1	Deputy Director of Finance	15 A-F	Unclassified/appointed by Dir. of Finance, confirmed by Council
1	Payroll Clerk	9 A-F	Subject to Civil Service Rule IIIA
1	Utility Billing Clerk	8 A-F	Subject to Civil Service Rule IIIA
1	Accounts Payable Clerk	8 A-F	Unclassified
1	Account Clerk II (Cashier)	5 A-F	Classified
1	Clerk (part-time)	Sec. 31.02(B)(3)	Part-time

Ord. 273-05, 85-17, 115-17, 23-20

FIRE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Fire Chief	Pay Grade 121	Classified/appointed by Mayor, confirmed by Council
1	Assistant Chief/Fire Marshal	13 A-F	Classified
1	Fire Operations Captain	12 A-F	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(4)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(4)	Part-time
3	Laborer (part-time)	Sec. 31.02(B)(4)	Part-time
3	Captain (part-time)	Sec. 31.02(D)	Part-time
5	Lieutenant (part-time)	Sec. 31.02(D)	Part-time
	Fire Fighter (part-time)	Sec. 31.02(D)	Part-time

Ord. 139-02, 152-04, 126-07, 99-10, 134-11, 35-13, 119-17

LAW DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Law Director/Chief Prosecutor (full time)	Pay Grade 108 (annual salary paid bi-weekly)	Unclassified
1	Assistant Prosecutor (full time)	Pay Grade 107 (annual salary paid bi-weekly)	Unclassified
1	Law Director/Prosecutor (part-time)	Pay Grade 105 Mayor, confirmed by Council	Unclassified/appointed by Part-time
1	Asst. Law Director/Asst. Prosecutor (part-time)	Pay Grade 106	Part-time
2	Assistant Prosecutor (part-time*)	Pay Grade 102	Part-time
1	Assistant Prosecutor (part-time)	Pay Grade 101	Part-time
1	Law Department Secretary (unclassified)	9 A-F	Unclassified
2	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time

(A) For services in connection with the proceedings for issuing bonds, with or without the vote of the electors, \$100.00

with the exception of special assessment bonds:

(B) For all services in connection with any special assessment proceedings, except sidewalk assessments,

Including the sale of bonds for said proceedings:

\$200.00

*-See Section 31.04(G) for special regulations concerning this position.

Ord. 5-03, 2-04, 22-04, 7-06, 17-08, 41-10, 134-11, 7-19

MAYOR'S OFFICE

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 110 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

Ord. 273-05, 7-06, 47-06, 134-11, 28-17

MUNICIPAL COURT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Probation Officer *****	16 A-F	Unclassified
1	Deputy Chief Probation Officer	9 A-F	Unclassified
1	Court Reporter	11 A-F	Unclassified
1	Probation Officer	7 A-F	Unclassified
1	Probation Secretary*	5 A-F	Unclassified
1	Assignment Commissioner	5 A-F	Unclassified
1	Building and Properties Custodian	31 A-F	Unclassified
1	Intensive Supervision Probation Officer**	Sec. 31.02(B)(6)	Grant Position
1	Probation Officer/Group Facilitator*****	Sec. 31.02(B)(6)	Grant Position
1	Court Security Officer***** (part/time)	Sec. 31.02(B)(5)	Part-time
1	Building Custodian (part/time)	Sec. 31.02(B)(5)	Part-time

*That the position of Probation Secretary may be filled by more than one person, not to exceed forty-eight (48) hours in one week if filled by two part-time positions, and shall be paid from the Probation Services Fund.

** Positions effective to June 30, 2021 from Intensive Supervision Grant. The Intensive Supervision Probation Officer shall receive health care, vacation, sick, and holiday benefits as set forth herein for full time employees. Position of Intensive Supervision Probation Officer may be full or

Sec. 31.05
4/8/20

part-time as dictated by grant. (Ord. 128-04, 164-05, 144-12, 25-16, 158-17, 110-19)

**** For the position of Chief Probation Officer, Account No. 001-0705 of the General Fund will absorb wages up to Pay Grade 13F. The balance of the funding for this position shall come from Account No. 161-0705, Probation Services Fund. (Ord. 37-04, Effective 4-1-04)

*****The position of Court Security Officer may be filled by more than one person.

*****The position of Probation Officer/Group Facilitator shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Probation Officer/Group Facilitator can be full or part-time as dictated by the grant. Currently, as of January 13, 2020 – 11.5 hours/week are being paid from JRIG Grant and 28.5 hours/week from the CCA Grant.

(Ord. 175-05, 234-05, 273-05, 130-06, 153-06, 247-06, 26-07, 129-08, 104-09, 69-12, 20-12, 126-19, 24-20)

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Parks Director/Superintendent of Parks, Cemetery & Forestry (annual salary paid bi-weekly)	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council
1	Parks Foreman	37 A-F	Classified
1	Parks Maintenance Technician	32 A-F per contract	Classified
1	City Arborist	9 A-F	Classified
1	Laborer	31 A-F per contract	Classified
1	Sexton	32 A-F per contract	Classified
1	Clerical Help	Sec. 31.02(B)(1)	Part-time
1	Full-time Tree Care Technician	31 A-F per contract	Classified
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract	Part-time
1	Turf Technician	per contract + 7%	Part-time
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	Part-time

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 48-18, **56-20**)

POLICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Police Chief	43 A-F	Classified/appointed by Mayor, confirmed by Council
2	Police Lieutenant	20 A-F	Classified
7	Sergeant	per contract	Classified
29	Patrol Officer	per contract	Classified
1	Patrol Officer (part-time)****	per contract	Part-time
10	Communications Operator	per contract	Classified
2	Communication Operator (part-time)*****	Step A of contract	Part-time
1	Administrative Assistant	8 A-F	Classified
1	Administrative Assistant (part-time)	Sec. 31.02(B)(7)	Part-time
1	Parking Meter Attendant (part-time)**	Sec. 31.02(B)(7)	Part-time
4	Records Clerk (part-time)	Sec. 31.02(B)(7)	Part-time
2	Stationary Load Limit Inspector*	Sec. 31.02(B)(7)	Part-time

*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

***Patrol Officer (part-time) not to exceed thirty (30) hours per week.

****The part-time Communication Operator position shall be a position filled for as long as there are open full-time dispatcher positions available. The part-time Communication Operator position may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.

(Ord. 159-02, 51-03, 163-03, 32-04, 164-04, 238-04, 238-05, 46-06, 162-06, 185-06, 245-06, 5-07, 138-07, 147-07, 161-08, 43-09, 100-09, 111-09, 168-09, 9-10, 86-10, 98-10, 55-11, 57-11, 29-12, 207-12, 210-12, 46-13, 64-13, 137-14, 178-16, Ord. 21-18)

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Recreation Center Director	Pay Grade 112 (annual salary paid bi-weekly)	Unclassified/appointed by Mayor, confirmed by Council
1	Recreation Center Aquatics Manager**	11 A-F	Classified
1	Recreation Center Program Manager**	11 A-F	Classified

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4/8/20

- 1 Recreation Center Office Administrator 10 A-F
- 1 Recreation Center Financial Assistant 9 A-F
- 1 Recreation Center Program Specialist 7 A-F
- 1 Recreation Center Recreation Supervisor 8 A-F

- Classified
- Classified
- Classified
- Classified

Section 31.02(E)

* That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.

** That Nita Justice (Program Manager) and Darlene Donkin (Aquatics Manager) shall continue to be paid \$31.44 per hour until the hourly pay for pay grade 13F catches up. (Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20) ~~13-20~~

See Ord.

SANITATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Sanitation Superintendent	15 A-F	Classified
1	Sanitation Foreman	37 A-F	Classified
9	Motor Equipment Operator	34 A-F per contract	Classified
1	Laborer	31 A-F per contract	Classified
6	Laborer (part-time)	Sec. 31.02(B)(7) per contract	Part-time

(Ord. 273-05, 27-13)

SERVICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Public Service Director	43 A-F	Unclassified/appointed by Mayor, confirmed by Council
1	Account Clerk II	5 A-F	Subject to Civil Service Rule IIIA
1	Building Maintenance & Repair	32 A-F per contract	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(2)	Part-time
7	Seasonal Laborers (part-time)	Sec. 31.02(A)(2)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(2)	Part-time

Ord. 2-04, 242-04, 273-05, 76-08, 81-09, 82-10, 32-14

STREET DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Street Superintendent	15 A-F	Classified
1	Street Foreman	37 A-F	Classified
7	Motor Equipment Operator	34 A-F per contract	Classified
2	Laborer	31 A-F per contract	Classified

Ord. 241-04, 273-05

WATER DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Water Superintendent	16 A-F	Classified
1	Water Operations Foreman	37 A-F	Classified
1	Backflow Coordinator*	36 A-F	Classified
2	Operations Technician	35 A-F per contract	Classified
2	Motor Equipment Operators	34 A-F per contract	Classified
1	Systems Testing Technician	33 A-F per contract	Classified
2	Meter Service Technicians	32.5 A-F per contract	Classified
1	Water Technician	32.5 A-F per contract	Classified
1	Laborer	31 A-F per contract	Classified

*That Robert Depew (Backflow Coordinator) shall continue to be paid \$24.85 per hour until the hourly pay grade 36F catches up.

Ord. 154-02, 81-09, 75-11, 73-16

yes remove

Ask to remove?

SECTION 31.09 WORK WEEK AND OVERTIME

The workweek for all full-time employees of the City shall be forty (40) hours.

Ord. 240-04

Section 31.09.1 Overtime.

(A) All employees, except those specified in Section 31.09.2, shall be compensated at the rate of time and one-half for work performed or compensated in excess of forty (40) hours per week except sick days per Section 31.14, and for all hours worked or compensated in excess of the regular weekly forty (40) hours scheduled except sick days per Section 31.14.

(B) All time worked when called back after normal daily working hours or on a regular day off, including holidays, shall be compensated at the rate of one and one-half times his regular rate of pay. The employee may elect to receive compensatory time, pursuant to Section 31.09.1(C).

(C) If any employee elects to take compensatory time in lieu of overtime pay for overtime worked, such compensatory time will be accumulated except that such accumulated compensatory time earned shall not exceed one hundred and twenty (120) hours during the year. Each hour of overtime work shall be compensated by one and one-half hours of compensatory time off. The appointing authority must approve such time off. At any time an employee may elect to cash in all or part of his accumulated compensatory time with proper notification to the Finance Department. Any hours accumulated in excess of one hundred (100) hours shall be paid to the employee at the end of each calendar year.

(D) When a basis workday includes a shift premium, the premium will be considered part of the regular rate of pay for the purposes of computing overtime.

(E) Any employee called back after normal daily working hours or on a regular day off, including holidays, for a court appearance, shall be paid a minimum of three (3) hours at a rate of one and one-half times the regular rate of pay, provided the employee first contacts the court not more than twenty-four (24) hours in advance to confirm the date and time of the court appearance.

(F) Any full-time employee called back for an emergency after normal working hours, on a regularly scheduled day off, or on a city observed holiday, shall be paid a minimum of two (2) hours at one and one-half times the regular rate of pay. All call back time must be approved by the department head and appointing authority.

All part-time firefighters responding to an emergency call on the following holidays, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, or New Year's Day, shall be paid double-time for each hour worked with a minimum of one (1) hour. All call back time must be approved by the department head and appointing authority. (Ord. 85-04, 209-05 retroactive to 6-1-02)

Section 31.09.2 Employees Not Receiving Overtime Pay.

(A) The following employees will be considered salaried, and as such, will be ineligible for additional compensation in accordance with Section 31.09.1. They will be eligible for all other benefits of full-time City employees.

- | | |
|-------------------------------|--------------------------------|
| Administrative Office Manager | Parks and Recreation Director |
| Building Official | Community Development Director |
| Clerk of Council | Recreation Center Director |
| Economic Development Director | Police Chief |
| Engineer | Service Director |
| Fire Chief | |

(Ord. 56-04, 273-05, 47-06, 88-06, 26-07, 112-09, 170-10, 22-11, 25-11)

*Remove
D.D. 11/11/11
11/11/11*

(B) Compensatory time earned prior to May 25, 1977, plus a maximum of 160 hours earned from May 25, 1977 to May 29, 1979, shall be vested in those employees having earned same, and shall be carried forward until used, the employee terminates, or as requested in Section 31.09.1(C).

Section 31.09.3 Regulations Concerning Overtime.

(A) No department head shall require employees in his department to work over the stipulated number of hours per week, or to work in excess of eight (8) hours in any one-day or basic work day, unless authorization from the respective appointing authority is obtained.

(B) All work performed in excess of the standard work week must be authorized in advance by the respective appointing authority.

SECTION 31.11 HOLIDAY PAY.

All full-time ~~or regular~~ employees of the City, ~~except pool and playground personnel~~, shall receive pay for any legal holiday established by the City, provided and unless otherwise granted by the Appointing Authority, that the employee works the regularly scheduled work day immediately before and the regularly scheduled work day immediately after, and in the case of a shift employee, the holiday if it is his regularly scheduled work day, according to the following provisions:

(A) In the event that any of the aforesaid holidays should fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that the aforesaid holidays should fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday.

(B) An employee whose regular work schedule does not permit a day off for a holiday shall receive his regular pay and, in addition, holiday pay not to exceed eight (8) ours for each such holiday. This regulation shall not apply to those positions listed in Section 31.09.2(A).

SECTION 31.13 VACATION

Section 1. Effective January 1, 2017, each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

- A. An employee with less than five (5) years of service shall earn vacation with pay at the rate of 3.1 hours per pay period with a maximum earning of two (2) basic work weeks, and may carry over a maximum of 160 hours of earned vacation. Employees shall not be able to take vacation until completion of one (1) year of service.
- B. An employee with five (5) years, but less than eleven (11) years of service shall earn vacation with pay at the rate of 4.6 hours per pay period with a maximum earning of three (3) basic work weeks, and may carry over a maximum of 240 hours of earned vacation.
- C. An employee with eleven (11) years, but less than twenty (20) years of service, shall earn vacation with pay at the rate of 6.2 hours per pay period (with a maximum earning of four (4) basic work weeks, and may carry over a maximum of 320 hours of earned vacation.
- D. An employee with twenty (20) or more years of service shall earn vacation with pay at the rate of 7.7 hours per pay period with a maximum earning of five (5) basic work weeks, and may carry over a maximum of 400 hours of earned vacation.
- E. Employees will not be permitted to carry over vacation into the succeeding calendar year beyond the carryover limits set forth above in this section, in paragraphs A-D.
- F. For employees on a leave of absence, lay-off, or a period of termination service time will not be accumulated during such leave of absence, lay-off, or period of employment termination.
- G. Credited Service. For all employees hired after January 1, 1992 only service as a full-time employee of the City of Medina will be credited for purposes of vacation eligibility.

(Ord 102-20)
Section 2. General practices and definitions.

- A. Employees will not be permitted to work for the City during their vacation periods and receive additional compensation; except an employee who has already taken off work for at least three (3) weeks of vacation in a calendar year may be compensated for additional accumulated and unused vacation if the Department Head is unable to schedule the employee off prior to the end of the year and the vacation would be forfeited.

- B. Holiday During Vacation Period. When a City-observed holiday for which an employee is entitled to straight time pay, falls within the scheduled vacation period, he will be given an additional day off with pay or, at the discretion of his supervisor, a day's pay.
- C. Basic Work Week. A basic work week as used in Section 31.09.
(Ord. 79-17, 130-17)

Section 3. Vacation Benefits For Employment Termination. An employee who leaves the employ of the City for any reason will receive vacation pay for any vacation he may have been eligible to receive if not already taken at the time of his termination.

Ord. 79-17

SECTION 31.14 SICK LEAVE.

FLIZ
SEE EXH A
Replace
of Exhibit A

(A) Each full-time City employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4-6/10) hours with pay. Employees may use such sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family. Unused sick leave shall be cumulative up to 120 days, unless more than 120 days are approved by the responsible administrative officer of the employing unit. [The previously accumulated sick leave of an employee who has been separated from the City's service may be placed to his credit upon his re-employment in the City service, provided that such re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. (The responsible administrative officer of the employing unit may require the employee to furnish satisfactory affidavit that this absence was caused by illness due to any of the causes mentioned in this section.)] leave in

Any non-union employee shall be permitted to convert two (2) days of sick leave to two (2) days of stress time for each six- (6) month period during which the employee does not utilize sick leave. Six month periods shall be defined as January 1 through June 30 and July 1 through December 31. Taking a stress day shall not constitute utilizing sick leave under this section, but hours are deducted from sick time balance. The stress days under this section must be utilized within six months of when they are earned, and shall only be taken with the advance approval of the supervisor or department head, except where the day is used in an emergency situation.

→ *Employees who have accumulated stress days and have them on record currently shall use them prior to the end of this calendar year, December 31, 2017.
(Ord. 104-17)

(B) In addition to Section (A) above, each City employee shall be entitled to sick leave of thirty (30) days annually with pay, upon approval of the responsible administrative officer of the employing unit, for absence due to injury or occupational disease, where such injury has occurred or occupational disease has been contracted in the course of employment with the City of Medina, provided the same were not purposely self-inflicted. Unused sick leave under this section shall not be cumulative. The responsible administrative officer of the employing unit may require the employee to furnish a satisfactory affidavit that this absence was caused by injury or illness while working on the job for the City. Article 19 section 4? ✓
Police

(C) Wage Continuation Policy. (see Exhibit A attached) (Ord. 182-05)

(D) A City employee may elect, at the time of retirement from the active service and with ten (10) or more years of service with the City, to be paid in cash for 37.5% of the value of his accrued but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave credit on this basis shall be considered to eliminate all sick leave credit accrued by the employee at the time. Such payment shall be made only once to any employee. The maximum payment that may be made under this section shall be four hundred (400) hours. (Ord.

97-14)

In the event of the death of a full time employee, the estate may request payment for 37.5% of the value of the accrued but unused sick leave credit as described above provided the employee has five (5) or more years of service with the City. The maximum payment that may be made under this section shall be four hundred hours (400 hours). (Ord. 97-14)

(E) A new employee who has accumulated sick leave with another political entity shall be allowed to transfer a maximum number of six hundred hours (600 hours) of unused sick leave upon employment with the City.

(F) Sick Leave Donation Program. The Sick Leave Donation Program is established to allow City employees to donate sick days to fellow employees who have been injured on duty or have a prolonged non-duty related serious illness or injury, or an immediate family member suffering from a serious illness or injury that requires the employee's care during normal working hours, that have exhausted all of the injured/ill employee's sick time, accumulated compensatory time, and vacation time.

Whenever an employee, or someone on their behalf, requests sick leave donation from other employees, the request will be forwarded in writing to the next Board of Control meeting for review. The Board of Control shall review:

- 1) That the employee, or immediate family member, is suffering from a serious illness or injury, verified by a doctor/physician, that will require the employee to be out of work for at least thirty work days;
- 2) That the requesting employee has depleted, or will deplete, all available leave time, including sick time, vacation time, and accumulated compensatory time; and
- 3) That the requesting employee has not received a sick leave donation in the past twelve (12) months;
- 4) Upon review of items 1, 2 and 3 above, the Board of Control shall either approve or deny the request for approval to permit donation of sick leave.

If the Board of Control approves the sick leave donation, the following procedure will take place:

- 1) The requesting employee may choose one of the following options for requesting the donations:
 - (a) The requesting employee or designee will personally notify those employees that are requesting donations from. Once notifications are made, the requesting employee will advise the Finance Payroll Clerk in writing of which employees were contacted and the date of the notification. The employees donating the time will have fifteen (15) days after notification to complete a form indicating the willingness to donate to the requesting employee.
 - (b) The Finance Department Payroll Clerk will include, in the next issued pay check, a memo to all employees in the requesting employee's department

advising of the serious illness or injury to a City employee and approval of Board of Control to donate sick leave. The memo will include the date by which sick leave donations must be submitted, but no later than fifteen (15) days after the date of the memo or paycheck.

- (c) The Finance Department Payroll Clerk will include, in the next issued pay check, a memo to all employees advising of the serious illness or injury to a City employee and approval of Board of Control to donate sick leave. The memo will include the date by which sick leave donations must be submitted, but no later than fifteen (15) days after the date of the memo or paycheck.
- 2) Any employee with a sick leave balance of one hundred sixty hours (160) or greater may donate up to eighty (80) hours to the recipient employee, provided the donating employee's sick leave balance does not drop below one hundred twenty (120) hours. All donations are voluntary.
- 3) A form is completed indicating the willingness to donate sick leave hours from donating employee to recipient employee, signed by donating employee and filed with the Finance Department Payroll Clerk.
- 4) All donated sick hours remain with the recipient employee, whether used during the serious illness/injury or not.
- 5) Hours donated are hour per hour, regardless of the donor or recipients hourly rate.
- 6) There will be a cap of one thousand forty (1040) hours that may be donated by employees to a requesting employee within a twelve (12) month period. This will provide six (6) months of additional paid leave.

(Ord. 138-02)

Ord. 182-05
Exhibit A

CITY OF MEDINA

WAGE CONTINUATION POLICY

The City of Medina offers an "Injury Leave Policy" (Wage Continuation Program) to any employee who suffers a compensable industrial injury or illness subject to the below mentioned items.

QUALIFICATIONS

1. Payment to Wage Continuation benefits will be in lieu of workers' compensation lost time benefits. The payment of medical benefits will continue to be responsibility of the Ohio Bureau of Workers' Compensation.
2. The Board of Control shall have complete discretion to offer, terminate, limit, or extend Wage Continuation benefits.
3. The injury or illness must be determined to be compensable by the City of Medina, or in the case of dispute, the Ohio Industrial Commission. In no event will compensation commence before all initial paperwork is completed and filed with the appropriate agency(ies).
4. Competent medical proof of disability must be provided via Form C-84 or Physician's Update and Physical Capabilities form. The attending physician must complete the form in its entirety and affix his/her original signature to the form. Copies are unacceptable.
5. The employee must complete a FROI-1 *First Report of Injury* application and sign a wage agreement, medical release and an election form.
6. The City of Medina reserves the right to have the employee examined by a physician of its choice at the City's cost to confirm the medical diagnosis and/or the period of disability. Failure to submit to examination will result in termination of Wage Continuation benefits.
7. Wage Continuation benefits will be paid only for those periods of lost time that otherwise would qualify the employee for receipt of workers' compensation lost time benefits,

Sec. 31.14
7/26/17

subject to the following limitations:

TERMINATION CONDITIONS

Wage Continuation payments will cease upon any of the following conditions:

1. Attending physician releases employee to return to work.
2. Employee returns to work for another employer.
3. Employee fails to return to a transitional "limited duty" assignment consistent with his/her restrictions as approved by the injured workers' treating physician.
4. The claim is found to be fraudulent after payment has been commenced.
5. Violation of any City of Medina policy or guideline.

GENERAL CONDITIONS

In order to prevent administrative delays and wage loss associated with claims compensable by the Bureau of Workers' Compensation, the City of Medina will, in compensable claims, continue to pay wages at the same rate of pay the injured worker was making at the time of injury. This rate will be multiplied by the usual number of scheduled hours per week. The payment of the City of Medina will take the place of payment by the Bureau of Workers' Compensation. Wage Continuation will be made only during period(s) of time that workers' compensation benefits would otherwise be paid by the Bureau. In most cases, payments will immediately commence upon receipt of disability proof and a completed claim application. The payments by the City of Medina will be subject to the same tax withholding requirements as the employee's regular weekly wage.

SECTION 31.15 TRAVEL AND EDUCATION BENEFITS.

(A) Travel Allowance.

1. Any official or employee of the City may attend, at the expense of the City, any conference or other municipal business relating to municipal affairs, if approved by the responsible elected official. Any member of Council, at this own discretion, may incur expenses not exceeding one hundred dollars (\$100) without prior approval of the Finance Committee. The Director of Finance shall certify that funds are appropriated and available for such purposes. If advanced funds are necessary, the employee shall submit a request to the Finance Department not less than ten (10) working days prior to departure.

2. Any official or employee of the City may be reimbursed for his actual necessary expenses incurred while traveling on official business. The mileage reimbursement rate for privately owned vehicles shall be in accordance with Internal Revenue Service (IRS) guidelines and shall be adjusted each January 1st accordingly. (Ord. 90-08)

3. Upon return, all expense reports with applicable receipts attached shall be approved by the responsible elected official prior to being submitted to the Finance Director for payment. Each member of Council shall approve his or her own expenses not exceeding one hundred dollars (\$100); however, expenses exceeding one hundred dollars (\$100) must have approval of the President of Council or the Finance Committee.

4. All approved expense reports shall be paid within thirty (30) days after submission to the Finance Department. (Ord. 115-17)

(B) Law Enforcement Educational Benefit.

Upon receipt of or proof of having earned an associate degree in the law enforcement field or a four (4) year baccalaureate degree from an accredited university, all non-union police officers shall receive additional compensation in the amount of ten dollars (\$10) per pay period, payable semi-annually.

** Do we want to match
new language in police
contracts?*

*See 31.16 -
about 10/12 + law*

**CITY OF MEDINA
SALARIES AND BENEFITS CODE**

Ord. 102-20

NEW
Exh. C

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SECTION 31.01 SCHEDULE OF PAY FOR ELECTED OFFICIALS

All elected officials of the City of Medina, Ohio, shall be paid a salary in accordance with the following schedule of pay basis:

Director of Finance*	\$86,699.86 (Annual - 2018)	Payable Bi-weekly
	\$88,433.80 (Annual - 2019)	Payable Bi-weekly
	\$90,202.58 (Annual - 2020)	Payable Bi-weekly
	\$92,006.55 (Annual - 2021)	Payable Bi-weekly

(Ord. 42-00, 171-05, 99-17)

Mayor*	\$81,599.96 (Annual - 2018)	Payable Bi-weekly
	\$83,231.98 (Annual - 2019)	Payable Bi-weekly
	\$84,896.50 (Annual - 2020)	Payable Bi-weekly
	\$86,594.40 (Annual - 2021)	Payable Bi-weekly

(Ord. 43-00, 170-05, 171-07, 109-13, 99-17)

President of Council (Term 1/1/16-12/31-19)	\$ 9,000.00 (Annual – 2019)	Payable Monthly
	\$13,140.00 (Annual – 2020)	Payable Monthly
	\$13,776.00 (Annual – 2021)	Payable Monthly
	\$13,776.00 (2022 & 2023+)**	Payable Monthly

Council Members (1/1/18-12/31/23)

Ward 1 Council	\$ 8,340.00 (Annual – 2019)	Payable Monthly
Ward 3 Council	\$ 8,760.00 (Annual – 2020)	Payable Monthly
At-Large Council (Rose)	\$ 9,180.00 (Annual – 2021)	Payable Monthly
	\$ 9,180.00 (2022 & 2023+)**	Payable Monthly

Council Members (1/1/1812/31/23)

Ward 2 Council	\$ 6,000.00 (Annual – 2019)	Payable Monthly
Ward 4 Council	\$ 8,760.00 (Annual – 2020)	Payable Monthly
At-Large Council (Lamb)	\$ 9,180.00 (Annual – 2021)	Payable Monthly
	\$ 9,180.00 (2022 & 2023+)**	Payable Monthly

**The salaries after 2023 shall stay the same until Council should take further action to increase at that time.

(Ord. 103-17, 32-19)

Municipal Court Judge *	ORC 1901.11	Payable Bi-weekly
Clerk of Court*	ORC 1901.31	Payable Bi-weekly

(Ord. 26-07)

That in accordance with Article III, Section 12 of the Charter of the City of Medina, Ohio, the above referenced increases shall take effect for those officials taking office January 1, 2018.

SECTION 31.02 SCHEDULE OF PAY FOR UNCLASSIFIED EMPLOYEES

The following unclassified employees shall be paid a salary or wage in accordance with the following schedule and pay basis:

(A) **SEASONAL EMPLOYEES.** (Seasonal positions may not be filled for more than 910 hours or 180 calendar days except those addressed in Teamsters contract.)

(1) RECREATION DEPARTMENT

<u>Positions</u>	<u>Hourly Rate</u>	<u>RC Code</u>
1 Memorial Pool Manager*	See 31.02(E) MCRC pay scale	29/30
1 Memorial Pool Head Lifeguard*	See 31.02(E) MCRC pay scale	20
1 Memorial Pool Deck Supervisor*	See 31.02(E) MCRC pay scale	22
1 Memorial Pool Cashier*	See 31.02(E) MCRC pay scale	12
7 Lifeguards* Maintenance**	See 31.02(E) MCRC pay scale Pay Grade 51A	14

* A position may be filled by more than one person per day not to exceed the normal operating hours.

** Number of positions, hours and days per Teamster Contract Article 30, Section 2.

(Ord. 99-04, 134-11, 67-17, 42-20)

(2) SERVICE DEPARTMENT

	<u>Hourly Rate</u>
7 Laborer*	Pay Grade 51A

*Seasonal and part-time positions in the Service department shall be allocated to departments on a need basis as determined by the Director of Public Service.

(Ord. 273-05, 134-11, 32-14)

(B) **PART-TIME EMPLOYEES.** (Part-time positions may not be filled for more than 29 hours in any week.)

(1) PARKS AND RECREATION DEPARTMENT

	<u>Hourly Rate</u>
1 Clerical Help	Pay Grade 5A
5 Laborers	per contract
1 Cemetery Laborer	per contract
1 Turf Technician	per contract + 7%

(Ord. 76-08, 134-11, 32-14, 98-17, 56-20)

(2) SERVICE DEPARTMENT

		<u>Hourly Rate</u>
2	Laborers*	Pay Grade 51A
1	Clerical Help	Pay Grade 5A
1	Custodian	See Teamster's Contract Part-Time A

*Seasonal and part-time positions in the Service department shall be allocated to departments on a needs basis as determined by the Director of Public Service.
(Ord. 2-04, 242-04, 76-08, 134-11, 32-14, 38-17)

(3) FINANCE DEPARTMENT

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A

(4) FIRE DEPARTMENT

		<u>Hourly Rate</u>
1	Clerical Help	Pay Grade 5A
1	Custodian	Pay Grade 54A
3	Laborer	Pay Grade 51A

(5) MUNICIPAL COURT

		<u>Hourly Rate</u>
	Court Security Officers**	Pay Grade 6A
	Building Custodian	Pay Grade 55A

(Ord. 20-12)

**The position of Court Security Officer may be filled by more than one person.

(Ord. 100-03, 128-04, 164-05, 273-05, 130-06, 153-06, 114-07, 129-0, 104-09, 111-10, 134-

11)

(6) MUNICIPAL COURT GRANT POSITIONS

		<u>Hourly Rate</u>
1	Intensive Supervision Probation Officer*	\$25.58/hr.
1	Probation Officer/Group Facilitator**	\$25.58/hr.

*Positions effective to June 30, 2021. The Intensive Supervision Probation Officer shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Intensive Supervision Probation Officer may be full or part-time as dictated by grant.

**Position of Probation Officer/Group Facilitator shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Probation Officer/Group Facilitator can be full or part-time as dictated by grant. Currently, as of January 13, 2020 – 11.5 hours/week are being paid from JRIG Grant and 28.5 hours/week from the CCA Grant.

(Ord. 69-12, Ord. 150-12, 128-13, 128-14, 90-15, 8-16, 89-16, 126-17, 157-18, 110-19, 24-20)

(7) POLICE DEPARTMENT

		<u>Hourly Rate</u>
1	Administrative Asst. – part time	Pay Grade 8A
2	Communication Operators***	Step A of Contract
4	Records Clerk	Pay Grade 5A
2	Stationary Load Limit Inspector*	Pay Grade 5A
1	Parking Meter Attendant**	Pay Grade 58A
1	Patrol Officer****	per contract

*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

*** The part-time Communication Operator position shall be a position filled for as long as there are open full-time dispatcher positions available. The part-time Communication Operator position may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.

****Patrol Officer not to exceed thirty (30) hours per week.

(Ord. 159-02, 163-03, 164-04, 238-05, 185-06, 138-07, 147-07, 161-08, 43-09, 111-09, 168-09, 98-10, 86-10, 55-11, 134-11, 29-12, 210-12, 137-14, 178-16)

(8) SANITATION DEPARTMENT

		<u>Hourly Rate</u>
6	Laborer	per contract

(Ord. 27-13)

(9) CABLE TV

		<u>Hourly Rate</u>
2	Cable TV Production Assistant*	Pay Grade 51A

*Each position of Production Assistant may be filled by more than one person, but each person may not individually exceed twenty-nine (29) hours per week.

(Ord. 134-11, 187-14, 54-16)

(10) ENGINEERING DEPARTMENT

		<u>Hourly Rate</u>
1	Engineering Assistant	Pay Grade 59A
1	Clerical Help	Pay Grade 5A

(Ord. 216-07, 134-11)

(11) COMMUNITY DEVELOPMENT DEPARTMENT

Hourly Rate

1	Code Enforcement Inspector	Pay Grade 93A
1	Clerical Help	Pay Grade 5A

(Ord. 2-04, 22-11, 25-11, 134-11, 151-11, 130-13, 70-14, 114-15, 41-17, 158-18)

(12) **LAW DEPARTMENT**

		<u>Hourly Rate</u>
2	Clerical Help	Pay Grade 5A

(Ord. 2-04, 7-19)

(13) **COUNCIL OFFICE**

		<u>Hourly Rate</u>
1	Deputy Clerk of Council/ Legislative Assistant	Pay Grade 14F

(Ord. 2-04, 17-10, 206-10, 134-11)

(14) **CITY HALL**

		<u>Hourly Rate</u>
5	Substitute Clerical Help*	Pay Grade 5A

(Ord. 17-10, 118-11, 134-11, 142-13)

* If a department has unused budgeted hours and funding, a request for clerical assistance shall be made through the Mayor's Office and time will be allocated to departments on a needs basis as determined by the Mayor.

(C) **GENERAL PROVISIONS.**

(1) All new unclassified employees shall start at the hourly rate set forth above which is appropriate to the position.

(2) Employees new to the City but having outside experience may at the time of employment be paid at a higher rate than the entry level rate for their position provided the pay is recommended by the Administration and approved by City Council.

(3) Seasonal and part-time employees who return to work for the City in subsequent years shall receive the same hourly rate they received the previous year unless Council has increased the rate of pay. The rates for unclassified employees shall be considered by City Council annually during the budget process if such consideration is requested by the Administration.

(4) Unclassified employees employed by the City on or before October 1, 1993 shall be paid on the schedules appropriate to their positions as were in effect on October 1, 1993.

(5) Temporary employees substituting for full-time employees will be paid at a rate not-to-exceed the entry level rate for that position.

(6) Pay rates for seasonal and part-time employees as set forth in Sections 31.02 (A) and (B)

above shall not be raised by any general increases granted to full-time employees unless specifically authorized by City Council.

(D) **FIRE DEPARTMENT.** (see attached schedule)

(E) **RECREATION CENTER.** (see attached schedule and procedure)
(Ord. 16-02, 99-04, 251-05, 82-06, 165-10, 174-11, 39-13, 185-13, 209-14, 15-15, 33-16, 165-19, 168-19)

(F) **PARKING VIOLATION BUREAU.**

In accordance with Section 353.04(b) of the Medina City Code of Ordinances, the Parking Violation Bureau Hearing Officer shall be compensated at the rate of \$75.00 per hour.

Non-Union:

2005 - 4% increase - Ord. 226-04
 2006 - 3% increase - Ord. 267-05
 2007 - 3% increase - Ord. 244-06
 2006 and 2007- increased to 3½ retro and 3½% for 2008 – Ord. 48-07
 2009 – 3 ¼% increase – Ord. 224-08
 2010 – 3% increase – Ord. 187-09
 2011 – 1-1/2% increase – Ord. 133-11
 2012 – 2% increase – Ord. 133-11
 2013 – 2-1/2% increase – Ord. 133-11
 2014 – 2% increase – Ord. 96-14
 2015 – 2% increase – Ord. 96-14
 2016 – 2% increase – Ord. 96-14
 2017 – 2-1/2% increase – Ord. 84-17
 2018 – 2-1/4% increase – Ord. 84-17
 2019 – 2% increase – Ord. 84-17
 2020 – 2-1/2% increase – Ord. 93-20
 2021 – 2-1/2% increase – Ord. 93-20
 2022 – 2-3/4% increase – Ord. 93-20

Exh. A
 2017
 31.02 (D)
 NEW-Ord. 119-17

PART-TIME FIREFIGHTER Payscale - 31.02 (D) - 2017

revised 11-3-11

			TOTAL YEARS OF SERVICE IN CITY OF MEDINA FIRE DEPARTMENT AS OF JANUARY 1 OF EACH CALENDAR YEAR			
			1 Year	5 Years	10 Years	20 Years
Firefighter						
Probationary Firefighter (Regardless of Training Level or Service)			71A			
Firefighter Level 1A			72A	73A	74A	75A
Firefighter Level 1B			73A	74A	75A	76A
Firefighter Level 1C			74A	75A	76A	77A
Lieutenant						
Firefighter Level 1A			80A	81A	82A	83A
Firefighter Level 1B			81A	82A	83A	84A
Firefighter Level 1C			82A	83A	84A	85A
Captain						
Firefighter Level 1A			81A	82A	83A	84A
Firefighter Level 1B			82A	83A	84A	85A
Firefighter Level 1C			83A	84A	85A	86A

Effective 9-2017

City of Medina
2020 Payscale - Hourly

2.50%

Grade/Step	A	B	C	D	E	F
1	15.33	16.10	16.91	17.76	18.65	19.58
2	16.10	16.91	17.76	18.65	19.58	20.56
3	16.91	17.76	18.65	19.58	20.56	21.59
4	17.76	18.65	19.58	20.56	21.59	22.67
5	18.65	19.58	20.56	21.59	22.67	23.80
6	19.58	20.56	21.59	22.67	23.80	24.99
7	20.56	21.59	22.67	23.80	24.99	26.24
8	21.59	22.67	23.80	24.99	26.24	27.55
9	22.67	23.80	24.99	26.24	27.55	28.93
10	23.80	24.99	26.24	27.55	28.93	30.38
11	24.99	26.24	27.55	28.93	30.38	31.90
12	26.24	27.55	28.93	30.38	31.90	33.50
13	27.55	28.93	30.38	31.90	33.50	35.18
14	28.93	30.38	31.90	33.50	35.18	36.94
15	30.38	31.90	33.50	35.18	36.94	38.79
16	31.90	33.50	35.18	36.94	38.79	40.73
17	33.50	35.18	36.94	38.79	40.73	42.77
18	35.18	36.94	38.79	40.73	42.77	44.91
19	36.94	38.79	40.73	42.77	44.91	47.16
20	38.79	40.73	42.77	44.91	47.16	49.52
21	40.73	42.77	44.91	47.16	49.52	52.00
22	42.77	44.91	47.16	49.52	52.00	54.60
23	44.91	47.16	49.52	52.00	54.60	57.33
31	17.94	18.84	19.78	20.77	21.81	22.90
32	18.84	19.78	20.77	21.81	22.90	24.05
33	19.78	20.77	21.81	22.90	24.05	25.25
34	20.77	21.81	22.90	24.05	25.25	26.51
35	21.81	22.90	24.05	25.25	26.51	27.84
36	22.90	24.05	25.25	26.51	27.84	29.23
37	24.05	25.25	26.51	27.84	29.23	30.69
41	34.47	36.19	38.00	39.90	41.90	44.00
42	38.00	39.90	41.90	44.00	46.20	48.51
43	44.00	46.20	48.51	50.94	53.49	56.16
51	11.33	11.90	12.50	13.13	13.79	14.48
52	12.71	13.35	14.02	14.72	15.46	16.23
53	12.79	13.43	14.10	14.81	15.55	16.33
54	13.18	13.84	14.53	15.26	16.02	16.82
55	14.03	14.73	15.47	16.24	17.05	17.90
56	15.68	16.46	17.28	18.14	19.05	20.00

**City of Medina
2020 Payscale - Hourly**

2.50%

<u>Grade/Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
57	17.44	18.31	19.23	20.19	21.20	22.26
58	17.66	18.54	19.47	20.44	21.46	22.53
59	18.79	19.73	20.72	21.76	22.85	23.99
60	25.54	26.82	28.16	29.57	31.05	32.60
61	31.09	32.64	34.27	35.98	37.78	39.67
62	36.01	37.81	39.70	41.69	43.77	45.96
71	17.49	18.36	19.28	20.24	21.25	22.31
72	18.36	19.28	20.24	21.25	22.31	23.43
73	19.28	20.24	21.25	22.31	23.43	24.60
74	20.24	21.25	22.31	23.43	24.60	25.83
75	21.25	22.31	23.43	24.60	25.83	27.12
76	22.31	23.43	24.60	25.83	27.12	28.48
77	23.43	24.60	25.83	27.12	28.48	29.90
78	18.59	19.52	20.50	21.53	22.61	23.74
79	19.52	20.50	21.53	22.61	23.74	24.93
80	20.50	21.53	22.61	23.74	24.93	26.18
81	21.53	22.61	23.74	24.93	26.18	27.49
82	22.61	23.74	24.93	26.18	27.49	28.86
83	23.74	24.93	26.18	27.49	28.86	30.30
84	24.93	26.18	27.49	28.86	30.30	31.82
85	26.18	27.49	28.86	30.30	31.82	33.41
86	27.49	28.86	30.30	31.82	33.41	35.08
91	24.52	25.75	27.04	28.39	29.81	31.30
92	25.75	27.04	28.39	29.81	31.30	32.87
93	27.04	28.39	29.81	31.30	32.87	34.51
94	28.39	29.81	31.30	32.87	34.51	36.24
95	29.81	31.30	32.87	34.51	36.24	38.05
96	31.30	32.87	34.51	36.24	38.05	39.95

Salaries (Salaries are paid bi-weekly for the two weeks ended two weeks prior to payday)

101	40,616.66
102	45,394.67
103	54,617.63
104	60,043.35
105	62,342.01
106	70,377.99
107	77,105.42
108	126,466.88

**City of Medina
2020 Payscale - Hourly**

2.50%

<u>Grade/Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
109	128,346.39					

Salary Ranges (Salaries are paid bi-weekly for the two weeks ended two weeks prior to paydate)

	minimum	maximum
110	47,019.05	60,184.38
111	58,866.02	70,639.22
112	70,639.22	84,767.06
113	84,767.06	101,720.47
114	101,720.47	122,064.56
121	81,493.08	95,077.98
122	84,767.06	91,828.16

City of Medina
2021 Payscale - Hourly

2.50%

Grade/Step	A	B	C	D	E	F
1	15.71	16.50	17.33	18.20	19.11	20.07
2	16.50	17.33	18.20	19.11	20.07	21.07
3	17.33	18.20	19.11	20.07	21.07	22.12
4	18.20	19.11	20.07	21.07	22.12	23.23
5	19.11	20.07	21.07	22.12	23.23	24.39
6	20.07	21.07	22.12	23.23	24.39	25.61
7	21.07	22.12	23.23	24.39	25.61	26.89
8	22.12	23.23	24.39	25.61	26.89	28.23
9	23.23	24.39	25.61	26.89	28.23	29.64
10	24.39	25.61	26.89	28.23	29.64	31.12
11	25.61	26.89	28.23	29.64	31.12	32.68
12	26.89	28.23	29.64	31.12	32.68	34.31
13	28.23	29.64	31.12	32.68	34.31	36.03
14	29.64	31.12	32.68	34.31	36.03	37.83
15	31.12	32.68	34.31	36.03	37.83	39.72
16	32.68	34.31	36.03	37.83	39.72	41.71
17	34.31	36.03	37.83	39.72	41.71	43.80
18	36.03	37.83	39.72	41.71	43.80	45.99
19	37.83	39.72	41.71	43.80	45.99	48.29
20	39.72	41.71	43.80	45.99	48.29	50.70
21	41.71	43.80	45.99	48.29	50.70	53.24
22	43.80	45.99	48.29	50.70	53.24	55.90
23	45.99	48.29	50.70	53.24	55.90	58.70
31	18.39	19.31	20.28	21.29	22.35	23.47
32	19.31	20.28	21.29	22.35	23.47	24.64
33	20.28	21.29	22.35	23.47	24.64	25.87
34	21.29	22.35	23.47	24.64	25.87	27.16
35	22.35	23.47	24.64	25.87	27.16	28.52
36	23.47	24.64	25.87	27.16	28.52	29.95
37	24.64	25.87	27.16	28.52	29.95	31.45
41	35.33	37.10	38.96	40.91	42.96	45.11
42	38.96	40.91	42.96	45.11	47.37	49.74
43	45.11	47.37	49.74	52.23	54.84	57.58
51	11.61	12.19	12.80	13.44	14.11	14.82
52	13.03	13.68	14.36	15.08	15.83	16.62
53	13.11	13.77	14.46	15.18	15.94	16.74
54	13.51	14.19	14.90	15.65	16.43	17.25
55	14.38	15.10	15.86	16.65	17.48	18.35
56	16.07	16.87	17.71	18.60	19.53	20.51

**City of Medina
2021 Payscale - Hourly**

2.50%

Grade/Step	A	B	C	D	E	F
57	17.88	18.77	19.71	20.70	21.74	22.83
58	18.10	19.01	19.96	20.96	22.01	23.11
59	19.26	20.22	21.23	22.29	23.40	24.57
60	26.18	27.49	28.86	30.30	31.82	33.41
61	31.87	33.46	35.13	36.89	38.73	40.67
62	36.91	38.76	40.70	42.74	44.88	47.12
71	17.93	18.83	19.77	20.76	21.80	22.89
72	18.83	19.77	20.76	21.80	22.89	24.03
73	19.77	20.76	21.80	22.89	24.03	25.23
74	20.76	21.80	22.89	24.03	25.23	26.49
75	21.80	22.89	24.03	25.23	26.49	27.81
76	22.89	24.03	25.23	26.49	27.81	29.20
77	24.03	25.23	26.49	27.81	29.20	30.66
78	19.05	20.00	21.00	22.05	23.15	24.31
79	20.00	21.00	22.05	23.15	24.31	25.53
80	21.00	22.05	23.15	24.31	25.53	26.81
81	22.05	23.15	24.31	25.53	26.81	28.15
82	23.15	24.31	25.53	26.81	28.15	29.56
83	24.31	25.53	26.81	28.15	29.56	31.04
84	25.53	26.81	28.15	29.56	31.04	32.59
85	26.81	28.15	29.56	31.04	32.59	34.22
86	28.15	29.56	31.04	32.59	34.22	35.93
91	25.13	26.39	27.71	29.10	30.56	32.09
92	26.39	27.71	29.10	30.56	32.09	33.69
93	27.71	29.10	30.56	32.09	33.69	35.37
94	29.10	30.56	32.09	33.69	35.37	37.14
95	30.56	32.09	33.69	35.37	37.14	39.00
96	32.09	33.69	35.37	37.14	39.00	40.95

Salaries (Salaries are paid bi-weekly for the two weeks ended two weeks prior to paydate)

101	41,632.08
102	46,529.54
103	55,983.07
104	61,544.43
105	63,900.56
106	72,137.44
107	79,033.06
108	129,628.55

**City of Medina
2021 Payscale - Hourly**

2.50%

<u>Grade/Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
109	131,555.05					

Salary Ranges (Salaries are paid bi-weekly for the two weeks ended two weeks prior to paydate)

	minimum	maximum
110	48,194.53	61,689.00
111	60,337.67	72,405.20
112	72,405.20	86,886.24
113	86,886.24	104,263.49
114	104,263.49	125,116.19
121	83,530.41	97,454.93
122	86,886.24	94,123.86

**City of Medina
2022 Payscale - Hourly**

2.75%

Grade/Step	A	B	C	D	E	F
1	16.14	16.95	17.80	18.69	19.62	20.60
2	16.95	17.80	18.69	19.62	20.60	21.63
3	17.80	18.69	19.62	20.60	21.63	22.71
4	18.69	19.62	20.60	21.63	22.71	23.85
5	19.62	20.60	21.63	22.71	23.85	25.04
6	20.60	21.63	22.71	23.85	25.04	26.29
7	21.63	22.71	23.85	25.04	26.29	27.60
8	22.71	23.85	25.04	26.29	27.60	28.98
9	23.85	25.04	26.29	27.60	28.98	30.43
10	25.04	26.29	27.60	28.98	30.43	31.95
11	26.29	27.60	28.98	30.43	31.95	33.55
12	27.60	28.98	30.43	31.95	33.55	35.23
13	28.98	30.43	31.95	33.55	35.23	36.99
14	30.43	31.95	33.55	35.23	36.99	38.84
15	31.95	33.55	35.23	36.99	38.84	40.78
16	33.55	35.23	36.99	38.84	40.78	42.82
17	35.23	36.99	38.84	40.78	42.82	44.96
18	36.99	38.84	40.78	42.82	44.96	47.21
19	38.84	40.78	42.82	44.96	47.21	49.57
20	40.78	42.82	44.96	47.21	49.57	52.05
21	42.82	44.96	47.21	49.57	52.05	54.65
22	44.96	47.21	49.57	52.05	54.65	57.38
23	47.21	49.57	52.05	54.65	57.38	60.25
31	18.90	19.85	20.84	21.88	22.97	24.12
32	19.85	20.84	21.88	22.97	24.12	25.33
33	20.84	21.88	22.97	24.12	25.33	26.60
34	21.88	22.97	24.12	25.33	26.60	27.93
35	22.97	24.12	25.33	26.60	27.93	29.33
36	24.12	25.33	26.60	27.93	29.33	30.80
37	25.33	26.60	27.93	29.33	30.80	32.34
41	36.30	38.12	40.03	42.03	44.13	46.34
42	40.03	42.03	44.13	46.34	48.66	51.09
43	46.34	48.66	51.09	53.64	56.32	59.14
51	11.93	12.53	13.16	13.82	14.51	15.24
52	13.39	14.06	14.76	15.50	16.28	17.09
53	13.47	14.14	14.85	15.59	16.37	17.19
54	13.88	14.57	15.30	16.07	16.87	17.71
55	14.78	15.52	16.30	17.12	17.98	18.88
56	16.51	17.34	18.21	19.12	20.08	21.08
57	18.37	19.29	20.25	21.26	22.32	23.44

**City of Medina
2022 Payscale - Hourly**

2.75%

Grade/Step	A	B	C	D	E	F
58	18.60	19.53	20.51	21.54	22.62	23.75
59	19.79	20.78	21.82	22.91	24.06	25.26
60	26.90	28.25	29.66	31.14	32.70	34.34
61	32.75	34.39	36.11	37.92	39.82	41.81
62	37.93	39.83	41.82	43.91	46.11	48.42
71	18.42	19.34	20.31	21.33	22.40	23.52
72	19.34	20.31	21.33	22.40	23.52	24.70
73	20.31	21.33	22.40	23.52	24.70	25.94
74	21.33	22.40	23.52	24.70	25.94	27.24
75	22.40	23.52	24.70	25.94	27.24	28.60
76	23.52	24.70	25.94	27.24	28.60	30.03
77	24.70	25.94	27.24	28.60	30.03	31.53
78	19.57	20.55	21.58	22.66	23.79	24.98
79	20.55	21.58	22.66	23.79	24.98	26.23
80	21.58	22.66	23.79	24.98	26.23	27.54
81	22.66	23.79	24.98	26.23	27.54	28.92
82	23.79	24.98	26.23	27.54	28.92	30.37
83	24.98	26.23	27.54	28.92	30.37	31.89
84	26.23	27.54	28.92	30.37	31.89	33.48
85	27.54	28.92	30.37	31.89	33.48	35.15
86	28.92	30.37	31.89	33.48	35.15	36.91
91	25.82	27.11	28.47	29.89	31.38	32.95
92	27.11	28.47	29.89	31.38	32.95	34.60
93	28.47	29.89	31.38	32.95	34.60	36.33
94	29.89	31.38	32.95	34.60	36.33	38.15
95	31.38	32.95	34.60	36.33	38.15	40.06
96	32.95	34.60	36.33	38.15	40.06	42.06

Salaries (Salaries are paid bi-weekly for the two weeks ended two weeks prior to payday)

101	42,776.96
102	47,809.10
103	57,522.60
104	63,236.90
105	65,657.83
106	74,121.22
107	81,206.47
108	133,193.34
109	135,172.81

City of Medina
2022 Payscale - Hourly

2.75%

<u>Grade/Step</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
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Salary Ranges (Salaries are paid bi-weekly for the two weeks ended two weeks prior to paydate)

	minimum	maximum				
110	49,519.88	63,385.45				
111	61,996.96	74,396.35				
112	74,396.35	89,275.62				
113	89,275.62	107,130.74				
114	107,130.74	128,556.89				
121	85,827.50	100,134.94				
122	89,275.61	96,712.27				

SECTION 31.04 SPECIAL REGULATIONS

(A) There is hereby granted a thirty-five cent (35¢) hourly pay differential for employees assigned to working the second and third shifts.

(B) Payment of an extra employee for training purposes shall be permitted for a period not to exceed four (4) weeks. The pay for that period shall be at Step "A" of the current grade for that position or of the pay grade immediately below. The aforesaid four week training period shall not occur during an existing employee's vacation time. If an out-going employee chooses to use earned benefits to complete their employment after the training period; both employees may be paid. (Ord. 80-12)

The Director of Finance is authorized to extend the training period for the position of Deputy Director of Finance for a period not-to-exceed twelve weeks. The pay for that period shall be at Step "A" of the current grade for that position or of the pay grade immediately below. (Ord. 132-06)

(C) The Clerk of Council, upon obtaining certification by the International Institute of Municipal Clerks, shall be entitled to be advanced to the appropriate pay grade and classification, in accordance with Section 31.08(D), upon the approval and recommendation of Council.

(D) The assignment of city vehicles to non-police and fire employees for personal use shall be approved by City Council each year as a part of the budget process. The value received by employees shall be treated in a manner prescribed by the Internal Revenue Service.

(E) Similar to the pension pick-up offered to bargaining unit employees of the Police Department, the City will pay the deferred pension to those holding the positions of Police Chief and Lieutenant(s) effective January 1, 1999. (Ord. 115-17)

(F) That Greg Huber, Law Director (part-time) shall be paid the salary of Assistant Prosecutor for the period of time he performs those duties and responsibility in addition to his normal duties of Law Director. The pay shall be designated by an asterisk (*) in Section 31.05 and shall be retroactive to February 8, 2010. (Ord. 41-10)

(Ord. 98-17)

Ord. 273-05, 85-17, 115-17, 56-20, 102-20

SECTION 31.05 DEPARTMENTAL ASSIGNMENTS

There shall be the following number of positions, officers, and employees of the various departments hereinafter set forth and they shall receive compensation within the respective classification and pay grades established in Section 31.03; and the salaries and compensation shall be paid to such officers and the employees of the City from the various funds for which the services are performed, unless otherwise hereinafter designated, as follows:

CABLE TV

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Cable TV Executive Director/General Manager	16 A-F	Classified
1	Cable TV Operations Director	12 A-F	Classified
2	Cable TV Production Assistant (part-time)**	Sec. 31.02(B)(9)	Part-time
1	Assist. Producer/Technical Operations Director *	3 A-F /8 A-F***	Classified

Note: All Cable TV positions are appointed by and under the direction of the ACCESS Commission.

*Jointly funded position with Medina City Schools. See agreement authorized by Ord. 246-06, 101-17

**The position of Production Assistant may be filled by more than one person not to exceed twenty-nine (29) hours per week combined.

*** Assistant Producer/Technical Operations Director Position to be paid at pay grade 8 A-F - effective January 1, 2018.
Ord. 54-04, 246-06, 187-14, 54-16, 101-17

CIVIL SERVICE COMMISSION

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Secretary to Civil Service Commission	11 A-F	Classified/appointed by Civil Service Commission

CITY COUNCIL

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	President of Council	Sec. 31.01	Elected
6	Council members	Sec. 31.01	Elected
1	Clerk of Council/Certified Clerk of Council	Pay Grade 103/104 (annual salary paid bi-weekly)	Unclassified/appointed by Council

1 Deputy Clerk of Council/Legislative Assistant Pay Grade 14F Part-time
 (part-time)
 Ord. 2-04, 17-10, 22-10, 170-10, 206-10, 134-11, 21-15

COMMUNITY DEVELOPMENT DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Community Development Director	Pay Grade 122	Unclassified, appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Economic Development Director	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council (annual salary paid bi-weekly)
1	Building Official	Pay Grade 113	Unclassified/appointed by Mayor-confirmed by Council
1	Building Dept. Admin. Assist.	7 A-F	Classified
1	Economic Development/Planning Admin. Asst.	7 A-F	Classified
1	Building/Property Maintenance Inspector	16 A-F per contract	Classified
1	Code Enforcement Inspector	93A	Unclassified, Part-time
1	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time
1	Economic Development & Marketing Manager	Pay Grade 110	Unclassified, appointed by Mayor

Ord. 41-06, 88-06, 99-09, 82-10, 152-02, 153-02, 2-04, 21-04, 33-04, 7-06, 22-11, 25-11, 76-11, 134-11, 151-11, 2-12, 14-12, 130-13, 120-14, 114-15, 41-17, 158-18

ENGINEERING DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Pay Grade</u>	<u>Classified Service</u>
1	Chief Engineer		109	Classified
1	Engineer II	14 A-F		(annual salary paid bi-weekly)
1	Engineering Technologist	12 A-F		Classified
1	Senior Construction Inspector	11 A-F per contract		Classified
1	Construction Inspector	9 A-F per contract		Classified
1	Engineering Assistant (part-time)	Sec. 31.02(B)(9)		Part-time
1	Clerical Help (part-time)	Sec. 31.02(B)(9)		Part-time
Ord. 239-04, 7-06, 216-07, 134-11, 133-13				

EQUIPMENT MAINTENANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Equipment Maintenance Superintendent	15 A-F	Classified
3	Equipment Maintenance Mechanic	34.5 A-F per contract	Classified
Ord. 148-04			

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Finance	Sec. 31.01	Elected
1	Deputy Director of Finance	15 A-F	Unclassified/appointed by Dir. of Finance, confirmed by Council
1	Payroll Clerk	9 A-F	Subject to Civil Service Rule IIIA
1	Utility Billing Clerk	8 A-F	Subject to Civil Service Rule IIIA
1	Accounts Payable Clerk	8 A-F	Unclassified
1	Account Clerk II (Cashier)	5 A-F	Classified
1	Clerk (part-time)	Sec. 31.02(B)(3)	Part-time

Ord. 273-05, 85-17, 115-17, 23-20

FIRE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> Pay Grade 121	<u>Classified Service</u> Classified/appointed by Mayor, confirmed by Council
1	Fire Chief		Classified
1	Assistant Chief/Fire Marshal	13 A-F	Classified
1	Fire Operations Captain	12 A-F	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(4)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(4)	Part-time
3	Laborer (part-time)	Sec. 31.02(B)(4)	Part-time
3	Captain (part-time)	Sec. 31.02(D)	Part-time
5	Lieutenant (part-time)	Sec. 31.02(D)	Part-time
	Fire Fighter (part-time)	Sec. 31.02(D)	Part-time
	Ord. 139-02, 152-04, 126-07, 99-10, 134-11, 35-13, 119-17		

LAW DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> Pay Grade 108	<u>Classified Service</u> Unclassified
1	Law Director/Chief Prosecutor (full time)	Pay Grade 108	Unclassified
1	Assistant Prosecutor (full time)	(annual salary paid bi-weekly) Pay Grade 107	Unclassified
1	Law Director/Prosecutor (part-time)	(annual salary paid bi-weekly) Pay Grade 105	Unclassified/appointed by Mayor, confirmed by Council
1	Asst. Law Director/Asst. Prosecutor (part-time)	Pay Grade 106	Part-time
2	Assistant Prosecutor (part-time*)	Pay Grade 102	Part-time
1	Assistant Prosecutor (part-time)	Pay Grade 101	Part-time
1	Law Department Secretary (unclassified)	9 A-F	Unclassified
2	Clerk (part-time)	Sec. 31.02(B)(11)	Part-time

(A) For services in connection with the proceedings for issuing bonds, with or without the vote of the electors, \$100.00

with the exception of special assessment bonds:

(B) For all services in connection with any special assessment proceedings, except sidewalk assessments, Including the sale of bonds for said proceedings: \$200.00

*-See Section 31.04(G) for special regulations concerning this position.
 Ord. 5-03, 2-04, 22-04, 7-06, 17-08, 41-10, 134-11, 7-19

MAYOR'S OFFICE

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Mayor	Sec. 31.01	Elected
1	Administrative Office Manager	Pay Grade 110 (annual salary paid bi-weekly)	Subject to Civil Service Rule IIIA

Ord. 273-05, 7-06, 47-06, 134-11, 28-17

MUNICIPAL COURT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Chief Probation Officer ****	16 A-F	Unclassified
1	Deputy Chief Probation Officer	9 A-F	Unclassified
1	Court Reporter	11 A-F	Unclassified
1	Probation Officer	7 A-F	Unclassified
1	Probation Secretary*	5 A-F	Unclassified
1	Assignment Commissioner	5 A-F	Unclassified
1	Building and Properties Custodian	31 A-F	Unclassified
1	Intensive Supervision Probation Officer**	Sec. 31.02(B)(6)	Grant Position
1	Probation Officer/Group Facilitator*****	Sec. 31.02(B)(6)	Grant Position
1	Court Security Officer***** (part/time)	Sec. 31.02(B)(5)	Part-time
1	Building Custodian (part/time)	Sec. 31.02(B)(5)	Part-time

*That the position of Probation Secretary may be filled by more than one person, not to exceed forty-eight (48) hours in one week if filled by two part-time positions, and shall be paid from the Probation Services Fund.

** Positions effective to June 30, 2021 from Intensive Supervision Grant. The Intensive Supervision Probation Officer shall receive health care, vacation, sick, and holiday benefits as set forth herein for full time employees. Position of Intensive Supervision Probation Officer may be full or

Sec. 31.05
5/19/20

part-time as dictated by grant. (Ord. 128-04, 164-05, 144-12, 25-16, 158-17, 110-19)

**** For the position of Chief Probation Officer, Account No. 001-0705 of the General Fund will absorb wages up to Pay Grade 13F. The balance of the funding for this position shall come from Account No. 161-0705, Probation Services Fund. (Ord. 37-04, Effective 4-1-04)

*****The position of Court Security Officer may be filled by more than one person.

*****The position of Probation Officer/Group Facilitator shall receive health care, vacation, sick and holiday benefits as set forth herein for full time employees. Position of Probation Officer/Group Facilitator can be full or part-time as dictated by the grant. Currently, as of January 13, 2020 – 11.5 hours/week are being paid from JRIG Grant and 28.5 hours/week from the CCA Grant.

(Ord. 175-05, 234-05, 273-05, 130-06, 153-06, 247-06, 26-07, 129-08, 104-09, 69-12, 20-12, 126-19, 24-20)

PARKS AND RECREATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u> <u>Pay Grade 112</u>	<u>Classified Service</u>
1	Parks Director/Superintendent of Parks, Cemetery & Forestry (annual salary paid bi-weekly)		Unclassified/appointed by Mayor, confirmed by Council
1	Parks Foreman	37 A-F	Classified
1	Parks Maintenance Technician	32 A-F per contract	Classified
1	City Arborist	9 A-F	Classified
1	Laborer	31 A-F per contract	Classified
1	Sexton	32 A-F per contract	Classified
1	Clerical Help	Sec. 31.02(B)(1)	Part-time
1	Full-time Tree Care Technician	31 A-F per contract	Classified
1	Cemetery Laborer	Sec. 31.02(B)(1) per contract	Part-time
1	Turf Technician	per contract + 7%	Part-time
	Part-time and Seasonal Employees	Sec. 31.02(A)(1)&(B)(1)	Part-time

(Ord. 273-05, 7-06, 76-08, 81-09, 134-11, 27-13, 173-13, 32-14, 98-17, 48-18, 56-20)

POLICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Police Chief	43 A-F	Classified/appointed by Mayor, confirmed by Council
2	Police Lieutenant	20 A-F	Classified
7	Sergeant	per contract	Classified
29	Patrol Officer	per contract	Classified
1	Patrol Officer (part-time)****	per contract	Part-time
10	Communications Operator	per contract	Classified
2	Communication Operator (part-time)*****	Step A of contract	Part-time
1	Administrative Assistant	8 A-F	Classified
1	Administrative Assistant (part-time)	Sec. 31.02(B)(7)	Part-time
1	Parking Meter Attendant (part-time)**	Sec. 31.02(B)(7)	Part-time
4	Records Clerk (part-time)	Sec. 31.02(B)(7)	Part-time
2	Stationary Load Limit Inspector*	Sec. 31.02(B)(7)	Part-time

*Two (2) Stationary Load Limit Inspectors not to exceed forty (40) hours per week combined.

**Parking Meter Attendant may be filled with more than one person not to exceed thirty-five (35) hours.

****Patrol Officer (part-time) not to exceed thirty (30) hours per week.

*****The part-time Communication Operator position shall be a position filled for as long as there are open full-time dispatcher positions available. The part-time Communication Operator position may be filled until such time as full-time Communication's Operators are hired, trained and certified to work without probationary oversight.

(Ord. 159-02, 51-03, 163-03, 32-04, 164-04, 238-04, 238-05, 46-06, 162-06, 185-06, 245-06, 5-07, 138-07, 147-07, 161-08, 43-09, 100-09, 111-09, 168-09, 9-10, 86-10, 98-10, 55-11, 56-11, 57-11, 29-12, 207-12, 210-12, 46-13, 64-13, 137-14, 178-16, Ord. 21-18)

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Recreation Center Director	Pay Grade 112	Unclassified/appointed by Mayor, confirmed by Council
1	Recreation Center Aquatics Manager	(annual salary paid bi-weekly)	Classified
1	Recreation Center Program Manager	11 A-F	Classified
1	Recreation Center Program Manager	11 A-F	Classified

Sec. 31.05
5/19/20

1	Recreation Center Office Administrator	10 A-F	Classified
1	Recreation Center Financial Assistant	9 A-F	Classified
1	Recreation Center Program Specialist	7 A-F	Classified
1	Recreation Center Recreation Supervisor	8 A-F	Classified
	Part-time Employees*	Section 31.02(E)	Part-time

* That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.
 (Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20, 13-20)

SANITATION DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Sanitation Superintendent	15 A-F	Classified
1	Sanitation Foreman	37 A-F	Classified
9	Motor Equipment Operator	34 A-F per contract	Classified
1	Laborer	31 A-F per contract	Classified
6	Laborer (part-time)	Sec. 31.02(B)(7) per contract	Part-time

(Ord. 273-05, 27-13)

SERVICE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Public Service Director	43 A-F	Unclassified/appointed by Mayor, confirmed by Council
1	Account Clerk II	5 A-F	Subject to Civil Service Rule IIIA
1	Building Maintenance & Repair	32 A-F per contract	Classified
1	Clerical Help (part-time)	Sec. 31.02(B)(2)	Part-time
7	Seasonal Laborers (part-time)	Sec. 31.02(A)(2)	Part-time
1	Custodian (part-time)	Sec. 31.02(B)(2)	Part-time

Ord. 2-04, 242-04, 273-05, 76-08, 81-09, 82-10, 32-14

STREET DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Street Superintendent	15 A-F	Classified
1	Street Foreman	37 A-F	Classified
7	Motor Equipment Operator	34 A-F per contract	Classified
2	Laborer	31 A-F per contract	Classified

Ord. 241-04, 273-05

WATER DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Water Superintendent	16 A-F	Classified
1	Water Operations Foreman	37 A-F	Classified
1	Backflow Coordinator*	36 A-F	Classified
2	Operations Technician	35 A-F per contract	Classified
2	Motor Equipment Operators	34 A-F per contract	Classified
1	Systems Testing Technician	33 A-F per contract	Classified
2	Meter Service Technicians	32.5 A-F per contract	Classified
1	Water Technician	32.5 A-F per contract	Classified
1	Laborer	31 A-F per contract	Classified

Ord. 154-02, 81-09, 75-11, 73-16, 102-20

SECTION 31.06 CERTIFICATION OF PAYROLL

The Fiscal Officer of the City of Medina shall not draw, sign, issue or authorize the drawing, signing or issuing of any disbursements of the City of Medina to pay any salary or compensation of any officer or employee in the classified or unclassified service of the City unless the payroll for such salary or compensation bears the certificate of the Civil Service Commission of the City that the persons named in the payroll are being employed in pursuance of the Salaries and Benefits Code of the City of Medina, and the rules adopted thereunder.

SECTION 31.07 REGULATIONS FOR POSITION CLASSIFICATIONS**Section 31.07.1** Definitions.

(A) "Position" is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

(B) "Class" is a group of positions (or one position) that (1) has similar duties and responsibilities, (2) requires like qualifications, and (3) can be equitably compensated by the same salary range.

(C) "Class Title" is the official designation or name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or office titles may be used for purposes of internal administration.

Section 31.07.2 Responsibility for Administration.

The Civil Service Commission, with the approval of the Mayor, shall be responsible for administering the Position Classification Plan.

Section 31.07.3 Allocation of New and/or Additional Positions.

When the duties and responsibilities for the proposed position are basically the same as a previously established class, the department or division head shall request approval of City Council to establish such additional positions at the applicable Pay Grade.

If the duties and responsibilities for the proposed position are different from any previously established class, the department or division head shall complete a job description indicating general duties, responsibilities, and qualifications. The Civil Service Commission shall then prepare a class specification sheet, code number, and a suggested pay grade to be submitted by the department or division head with the request to City Council to establish the new position. If approved, City Council shall decide the proper pay grade and allocate the position to it.

Section 31.07.4 Maintenance of Plan.

(A) Each time a vacancy occurs, the position description shall be completed and submitted to the Civil Service Commission and to the Mayor for a review of the allocation of the position. This requirement may be waived in cases where changes in duties and responsibilities of a position have been unlikely.

(B) Each time a department or division is reorganized, position descriptions for all affected employees shall be submitted to the Civil Service Commission and to the Mayor for review.

(C) The Civil Service Commission may require departments or employees to submit position descriptions on a periodic basis, or any time the Commission has reason to believe that there has been a change in the duties and responsibilities or one or more positions, or at the request of the Mayor.

(D) Each time a new class is established, a class specification shall be incorporated in the existing Plan. The class title shall be added to the schematic list of titles. Likewise, an abolished class shall be deleted from the Position Classification Plan by removing the class specification and eliminating the class title from the schematic list of titles.

(E) The Position Classification Plan shall be reviewed at Council's discretion.

Section 31.07.5 Interpretation of Class Specification.

The class specifications are descriptive and not restrictive. They are intended to indicate the kinds of positions that shall be allocated to the classes established. In a series of classes such as the police classes, the specification for all classes should be reviewed as a unit.

Section 31.07.6 Official Copy of the Position Classification Plan.

The Civil Service Commission shall be responsible for maintaining on file an official copy of the Position Classification Plan. The official copy shall include regulations for administration, schematic list of class titles, and class specifications plus all amendments thereto. A copy of the official Plan shall be available for inspection by the public under reasonable conditions during office hours.

Section 31.07.7 Positions Allocated.

The Position Classification Plan shall consist of all classes of positions included in the "Schematic List of Classes," as follows, with such changes as may be made from time to time by amendments to Section 31.05 or 31.07:

SCHEMATIC LIST OF CLASSES

<u>Clerical and Administrative</u>	<u>Code</u>
Clerk-Typist	05
Probation Secretary	10
Law Department Secretary	15
Building Department Administrative Assistant	20
Building Department Administrative Assistant	20
Economic Development/Planning Administrative Assistant	25
Administrative Office Manager	35

Clerk of Council/Certified Clerk of Council	40
Secretary to Civil Service Commission	50
Economic Development and Marketing Manager	55
Parks Director/Superintendent of Parks, Cemetery and Forestry	60
Community Development Director	65
Public Service Director	70
Law Director/Chief Prosecutor	75
Assistant Prosecutor	80
Economic Development Director	95
(Ord. 273-05, 47-06, 88-06, 82-10, 83-10, 25-11, 48-18, 158-18)	
<u>Accounting, Fiscal and Related</u>	
Utility Billing Clerk	105
Account Clerk II	110
Accounts Payable Clerk	112
Payroll Clerk	115
Deputy Finance Director	120
Court Reporter	210
Probation Officer	240
Chief Probation Officer	245
Assignment Commissioner	250
(Ord. 247-06, 26-07, 23-20)	
<u>Cable TV</u>	
Assistant Producer/Technical Operations Director	805
Cable TV Executive Director/General Manager	810
Cable TV Operations Director	815
(Ord. 246-06)	
<u>Engineering and Related</u>	
Building Official	310
Construction Inspector	320
Engineering Technologist	325
Engineer II	330
Chief Engineer	335
Building/Combination Inspector	345
Senior Construction Inspector	350
Building/Property Maintenance Inspector	355
(Ord. 239-04, 22-11, 76-11, 130-13)	
<u>Labor, Trades and Labor Supervisor</u>	
Building Maintenance & Repair	405
Building & Properties Custodian	410
Laborer	415

Parks Foreman	420
City Arborist	425
Motor Equipment Operator	435
Sexton	445
Equipment Maintenance Mechanic	450
Equipment Maintenance Superintendent	455
Street Foreman	475
Street Superintendent	480
Sanitation Foreman	485
Sanitation Superintendent	490
Parks Maintenance Technician (Ord. 81-09, 33-14, 168-17, 48-18)	495

Utilities

Meter Service Technician	505
Water Technician	510
Water Superintendent	550
Water Operations Foreman	540
Backflow Coordinator	535
Operations Technician	530
Systems Testing Technician (Ord. 154-02, 81-09, 73-16)	525

Public Safety

Police Records Clerk	605
Communications Operator	610
Administrative Assistant	625
Stationary Load Limit Inspector	628
Patrol Officer	630
Police Sergeant	635
Police Lieutenant	640
Police Chief	645
Parking Meter Attendant	650
Fire Operations Captain	667
Fire Fighter (part-time)	670
Fire Lieutenant	680
Fire Captain (part-time)	683
Assistant Chief/Fire Marshal	685
Fire Chief (Ord. 152-04, 238-04, 162-06, 99-10, 35-13, 119-17)	695

Recreation Center

Recreation Center Director	<u>Code</u> 715
Recreation Center Aquatics Manager	725

Recreation Center Program Manager	750
Recreation Center Program Specialist	755
Recreation Center Recreation Supervisor	760
Recreation Center Financial Assistant	780
Recreation Center Office Administrator	785
(Ord. 69-01, 120-01, 13-02, 23-06, 47-06, 171-10)	

**SECTION 31.08 ADVANCEMENT WITHIN THE PAY RANGE (including reclassification);
ESTABLISHING SALARY RANGES**

(A) Subject to the disapproval of Council, and commencing with the first pay in January of each year, employees in each classification may be granted a merit increase by advancement to the next immediate pay step within the pay grade of the particular classification of that employee, providing the advancement is approved in writing by the department head and the appointing authority of the department in which he is employed. Any new employee, or one who has terminated and returned to City employment, must have active service from the first scheduled workday in October of the prior year in order to receive such step increases.

(B) Any new employee starting in the employ of the City, or any terminated employee of the City who returns to work for the City of Medina in a classification different from that which was held prior to termination, shall be employed at the minimum rate of the appropriate pay grade. The appointing authority may authorize employment of such employee at a beginning wage in a higher step within the pay grade of the particular classification if employment conditions existing at the particular time and qualifications of the employee require it, subject to the approval of the Mayor and Chairman of the Finance Committee of City Council, and verification of the Finance Director as to the availability of funds. No payment shall be made at the higher rate until the conditions of this section have been met.

(C) With the approval of the appointing authority, any employee who previously terminated without delinquency and is reinstated within one year from termination to the same classification as held previously may be placed in the same step he was in at the time of termination. If the time of reinstatement disallows eligibility for advancement and the appointing authority feels advancement is warranted, he may grant it subject to the approval of the Mayor and the Chairman of the Finance Committee of City Council.

(D) When an employee is promoted or reclassified to a position in a higher class, his salary shall be increased to the minimum rate for the higher class. In the case of overlapping ranges, the promoted or reclassified employee shall be increased to the step immediately above his present salary.

(E) When an employee is reclassified to a position in a lower grade, he shall receive credit for service with the City and be assigned to the pay step that he was assigned to in the higher classification, or in the one previously held.

(F) No advancement in pay steps or increases in wages shall be made during the term of this chapter except as provided herein.

(G) The appointing authority shall determine the starting salary of an employee hired within a pay range, subject to the approval of the Mayor and Chairman of the Finance Committee of City Council, and verification of the Finance Director as to the availability of funds. (Ord. 23-06)

SECTION 31.09 WORK WEEK AND OVERTIME

The workweek for all full-time employees of the City shall be forty (40) hours.
Ord. 240-04

Section 31.09.1 Overtime.

(A) All employees, except those specified in Section 31.09.2, shall be compensated at the rate of time and one-half for work performed or compensated in excess of forty (40) hours per week except sick days per Section 31.14, and for all hours worked or compensated in excess of the regular weekly forty (40) hours scheduled except sick days per Section 31.14.

(B) All time worked when called back after normal daily working hours or on a regular day off, including holidays, shall be compensated at the rate of one and one-half times his regular rate of pay. The employee may elect to receive compensatory time, pursuant to Section 31.09.1(C).

(C) If any employee elects to take compensatory time in lieu of overtime pay for overtime worked, such compensatory time will be accumulated except that such accumulated compensatory time earned shall not exceed one hundred and twenty (120) hours during the year. Each hour of overtime work shall be compensated by one and one-half hours of compensatory time off. The appointing authority must approve such time off. At any time an employee may elect to cash in all or part of his accumulated compensatory time with proper notification to the Finance Department. Any hours accumulated in excess of one hundred (100) hours shall be paid to the employee at the end of each calendar year.

(D) When a basis workday includes a shift premium, the premium will be considered part of the regular rate of pay for the purposes of computing overtime.

(E) Any employee called back after normal daily working hours or on a regular day off, including holidays, for a court appearance, shall be paid a minimum of three (3) hours at a rate of one and one-half times the regular rate of pay, provided the employee first contacts the court not more than twenty-four (24) hours in advance to confirm the date and time of the court appearance.

(F) Any full-time employee called back for an emergency after normal working hours, on a regularly scheduled day off, or on a city observed holiday, shall be paid a minimum of two (2) hours at one and one-half times the regular rate of pay. All call back time must be approved by the department head and appointing authority.

All part-time firefighters responding to an emergency call on the following holidays, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, or New Year's Day, shall be paid double-time for each hour worked with a minimum of one (1) hour. All call back time must be approved by the department head and appointing authority. (Ord. 85-04, 209-05 retroactive to 6-1-02)

Section 31.09.2 Employees Not Receiving Overtime Pay.

(A) The following employees will be considered salaried, and as such, will be ineligible for additional compensation in accordance with Section 31.09.1. They will be eligible for all other benefits of full-time City employees.

Administrative Office Manager	Parks and Recreation Director
Building Official	Community Development Director
Clerk of Council	Recreation Center Director
Economic Development Director	Police Chief
Engineer	Service Director
Fire Chief	

(Ord. 56-04, 273-05, 47-06, 88-06, 26-07, 112-09, 170-10, 22-11, 25-11, 102-20)

Section 31.09.3 Regulations Concerning Overtime.

(A) No department head shall require employees in his department to work over the stipulated number of hours per week, or to work in excess of eight (8) hours in any one-day or basic work day, unless authorization from the respective appointing authority is obtained.

(B) All work performed in excess of the standard work week must be authorized in advance by the respective appointing authority.

SECTION 31.10 HOLIDAYS

The following days shall be observed as holidays for all qualified employees of the City of Medina.

1. The first day of January, known as New Years Day.
2. The third Monday of January, known as Martin Luther King Day.
3. The third Monday of February, known as Washington-Lincoln Day.
4. The last Monday of May, known as Decoration Day or Memorial Day.
5. The fourth day of July, known as Independence Day.
6. The first Monday of September, known as Labor Day.
7. The second Monday of October, known as Columbus Day.
8. The eleventh day of November, known as Veterans Day.
9. The fourth Thursday of November, known as Thanksgiving Day.
10. The twenty-fifth day of December, known as Christmas Day.
11. Subject to the approval of the Mayor, and any day appointed and recommended by the Governor of the State or the President of the United States as a holiday.
12. For Municipal Court employees, any day the presiding Municipal Court Judge declares the Municipal Court closed.

Reference Section 31.11(A): In the event that any of the aforesaid holidays should fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that the aforesaid holidays should fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday.

SECTION 31.11 HOLIDAY PAY.

All full-time employees of the City shall receive pay for any legal holiday established by the City, provided and unless otherwise granted by the Appointing Authority, that the employee works the regularly scheduled work day immediately before and the regularly scheduled work day immediately after, and in the case of a shift employee, the holiday if it is his regularly scheduled work day, according to the following provisions:

(A) In the event that any of the aforesaid holidays should fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that the aforesaid holidays should fall on a Sunday, the Monday immediately succeeding shall be observed as the holiday.

(B) An employee whose regular work schedule does not permit a day off for a holiday shall receive his regular pay and, in addition, holiday pay not to exceed eight (8) ours for each such holiday. This regulation shall not apply to those positions listed in Section 31.09.2(A).

(Ord. 102-20)

SECTION 31.12 UNIFORM ALLOWANCE.

(A) Police Department. There is hereby granted a maximum yearly uniform and uniform maintenance allowance of Nine Hundred and Sixty Dollars (\$960.00) to all full-time, non-union non-sworn employees of the Police Department, except that during the first twelve months of employment, there will be no uniform allowance. Said allowance shall be appropriated by the Medina City Council and be paid semi-annually directly to the employee.

There is hereby granted a maximum yearly uniform and uniform maintenance allowance of One Thousand Three Hundred Eighty Two Dollars (\$1,382.00) to all full-time, non-union sworn employees of the Police Department, except that during the first twelve months of employment, there will be no uniform allowance. Said allowance shall be appropriated by the Medina City Council and be paid semi-annually directly to the employee. (Ord. 9-08)

There is hereby granted a sufficient allowance necessary to purchase one (1) complete uniform, as prescribed by the Chief of Police, to each new full-time employee, non-union employee of the department.
(Ord. 4-07)

(B) Fire Department.

(1) Upon employment or appointment of each new firefighter, there is hereby granted a sufficient allowance necessary to purchase one (1) complete uniform as prescribed by the Fire Chief.

(2) There is hereby granted a maximum yearly uniform maintenance allowance of one thousand thirty-two dollars (\$1,032.00) for all full-time employees of the Fire Department, except that during the first six months of employment, there will be no uniform allowance. Said allowance shall be appropriated by Medina City Council and paid semi-annually directly to the employee.
(Ord. 84-04)

(C) Service Department.

The City shall furnish to all full-time field employees' five (5) sets of uniforms per year, if requested by the employee, of a style and type to be determined by the Service Director. A uniform shall consist of one pair of uniform pants and one uniform shirt, or one uniform cover-all, or one uniform jacket.

Complete uniforms as furnished by the City are to be worn by all field personnel during working hours, unless prior approval is given by the appointing authority for some deviation from the standard uniform. In addition, suitable outerwear shall be provided for employees doing outside work, as determined by the Service Director.

SECTION 31.13 VACATION

Section 1. Effective January 1, 2017, each full-time employee shall earn and be entitled to paid vacation in accordance with the following schedule:

- A. An employee with less than five (5) years of service shall earn vacation with pay at the rate of 3.077 hours per pay period with a maximum earning of two (2) basic work weeks, and may carry over a maximum of 160 hours of earned vacation. Employees shall not be able to take vacation until completion of one (1) year of service.
- B. An employee with five (5) years, but less than eleven (11) years of service shall earn vacation with pay at the rate of 4.615 hours per pay period with a maximum earning of three (3) basic work weeks, and may carry over a maximum of 240 hours of earned vacation.
- C. An employee with eleven (11) years, but less than twenty (20) years of service, shall earn vacation with pay at the rate of 6.154 hours per pay period (with a maximum earning of four (4) basic work weeks, and may carry over a maximum of 320 hours of earned vacation.
- D. An employee with twenty (20) or more years of service shall earn vacation with pay at the rate of 7.692 hours per pay period with a maximum earning of five (5) basic work weeks, and may carry over a maximum of 400 hours of earned vacation.
- E. Employees will not be permitted to carry over vacation into the succeeding calendar year beyond the carryover limits set forth above in this section, in paragraphs A-D.
- F. For employees on a leave of absence, lay-off, or a period of termination service time will not be accumulated during such leave of absence, lay-off, or period of employment termination.
- G. Credited Service. For all employees hired after January 1, 1992 only service as a full-time employee of the City of Medina will be credited for purposes of vacation eligibility.

(Ord. 102-20)

Section 2. General practices and definitions.

- A. Employees will not be permitted to work for the City during their vacation periods and receive additional compensation; except an employee who has already taken off work for at least three (3) weeks of vacation in a calendar year may be compensated for additional accumulated and unused vacation if the Department Head is unable to schedule the employee off prior to the end of the year and the vacation would be forfeited.

- B. Holiday During Vacation Period. When a City-observed holiday for which an employee is entitled to straight time pay, falls within the scheduled vacation period, he will be given an additional day off with pay or, at the discretion of his supervisor, a day's pay.
- C. Basic Work Week. A basic work week as used in Section 31.09.
- D. The vacation period is from the first day of the payroll year through the last day of the payroll year. The payroll year is based on pay dates, not worked dates.
(Ord. 79-17, 130-17, 102-20)

Section 3. Vacation Benefits For Employment Termination. An employee who leaves the employ of the City for any reason will receive vacation pay for any vacation he may have been eligible to receive if not already taken at the time of his termination.

Ord. 79-17

SECTION 31.14 SICK LEAVE.

(A) Each full-time City employee shall be entitled, for each completed eighty (80) hours of service, sick leave of 4.615 hours based on the employee's regular hourly wage. Unused sick leave shall be cumulative without limit.

(B) Employees may use such sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees; and for illness or injury in the employee's immediate family. For purposes of this Article, immediate family is defined as parent, mother-in-law, father-in-law, sister, brother, spouse, child, or stepchild.

(C) A full-time employee may also use such sick leave, upon approval of the responsible administrative officer of the employing unit, for each death in their immediate family. Immediate family shall be defined to include the employee's spouse, children, mother, father, grandmother, grandfather, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law. A death certificate or obituary notice in the newspaper is necessary for payment. The City may approve two additional sick leave days off for funeral leave for funerals or other legitimate reasons related to the death of an employee's immediate family member.

(D) Employees unable to report for any of the reasons in Sections B and C, must report their anticipated absence to the department supervisor one-half hour before the start of their shift on the first day of absence and each succeeding day of absence, unless other arrangements are authorized by the supervisor. Full-time employees who fail to provide the required one-half hour notice will not be paid for the time off.

(E) When sick leave is used, it shall be deducted from the employee's accumulated sick leave credit on the basis of one (1) hour for every one (1) hour of absence from previously scheduled work.

(F) All employees who are absent for three (3) or more consecutive days may be requested to submit a statement from a licensed physician concerning their illness (or illness of those being cared for). In addition, any abuse or patterned use of sick leave may be just and sufficient cause for disciplinary action. The City may require a physician's verification for each occurrence of sick leave of employees who have demonstrated a patterned use or abuse of sick leave.

Patterned use or abuse of sick leave includes regularly using sick leave before or after weekends, before or after holidays, before or after normal days off, on certain days of the week, in an excessive number of individual sick days off compared to the average number of sick leave days off for the department as a whole, use immediately after sick leave is accrued, or in a manner inconsistent with the request for sick leave, e.g. personal reasons during the time the employee would have been scheduled to work.

(G) Sick leave time off is for the employee's recuperation from illness or activity directly related to recuperation, e.g., purchase of medicine, or doctor's visits, during an employee's normal working hours. It also includes similar activity for the care of a person defined in Section B above.

Employees on sick leave or taking care of someone for appropriate sick leave purposes shall not engage in any personal or recreational activity during the time they would have been scheduled to work. Sick leave for a doctor's visit shall be used for the time necessary for such visit and related visits to obtain prescription drugs or prescribed therapy. Sick leave abuse will be analyzed based on an employee's conduct during normal working hours while on sick leave.

(H) Any non-union employee shall be permitted to convert two (2) days of sick leave to two (2) days of stress time for each six (6) month period during which the employee does not utilize sick leave. Six month periods shall be defined as January 1 through June 30 and July 1 through December 31. Taking a stress day shall not constitute utilizing sick leave under this section, but hours are deducted from sick time balance. *The stress days under this section must be utilized within six months of when they are earned, and shall only be taken with the advance approval of the supervisor or department head, except where the day is used in an emergency situation.*

(I) The previously accumulated sick leave of an employee who has been separated from the City's service may be placed to his credit upon his re-employment in the City service, provided that such re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. (The responsible administrative officer of the employing unit may require the employee to furnish satisfactory affidavit that this absence was caused by illness due to any of the causes mentioned in this section.)

(Ord. 104-17, Ord. 102-20)

(J) In addition to Section (A) above, each City employee shall be entitled to sick leave of thirty (30) days annually with pay, upon approval of the responsible administrative officer of the employing unit, for absence due to injury or occupational disease, where such injury has occurred or occupational disease has been contracted in the course of employment with the City of Medina, provided the same were not purposely self-inflicted. Unused sick leave under this section shall not be cumulative. The responsible administrative officer of the employing unit may require the employee to furnish a satisfactory affidavit that this absence was caused by injury or illness while working on the job for the City. The additional sick leave provided in this section is to be used only after accumulated sick leave as provided elsewhere in this Article has been depleted. (Ord. 102-20)

(K) Wage Continuation Policy. (see Exhibit A attached) (Ord. 182-05)

(L) A City employee may elect, at the time of retirement from the active service and with ten (10) or more years of service with the City, to be paid in cash for 37.5% of the value of his accrued but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave credit on this basis shall be considered to eliminate all sick leave credit accrued by the employee at the time. Such payment shall be made only once to any employee. The maximum payment that may be made under this section shall be four hundred (400) hours. (Ord. 97-14)

In the event of the death of a full time employee, the estate may request payment for 37.5% of

the value of the accrued but unused sick leave credit as described above provided the employee has five (5) or more years of service with the City. The maximum payment that may be made under this section shall be four hundred hours (400 hours). (Ord. 97-14)

(M) A new employee who has accumulated sick leave with another political entity shall be allowed to transfer a maximum number of six hundred hours (600 hours) of unused sick leave upon employment with the City.

(N) Sick Leave Donation Program. The Sick Leave Donation Program is established to allow City employees to donate sick days to fellow employees who have been injured on duty or have a prolonged non-duty related serious illness or injury, or an immediate family member suffering from a serious illness or injury that requires the employee's care during normal working hours, that have exhausted all of the injured/ill employee's sick time, accumulated compensatory time, and vacation time.

Whenever an employee, or someone on their behalf, requests sick leave donation from other employees, the request will be forwarded in writing to the next Board of Control meeting for review. The Board of Control shall review:

- 1) That the employee, or immediate family member, is suffering from a serious illness or injury, verified by a doctor/physician, that will require the employee to be out of work for at least thirty work days;
- 2) That the requesting employee has depleted, or will deplete, all available leave time, including sick time, vacation time, and accumulated compensatory time; and
- 3) That the requesting employee has not received a sick leave donation in the past twelve (12) months;
- 4) Upon review of items 1, 2 and 3 above, the Board of Control shall either approve or deny the request for approval to permit donation of sick leave.

If the Board of Control approves the sick leave donation, the following procedure will take place:

- 1) The requesting employee may choose one of the following options for requesting the donations:
 - (a) The requesting employee or designee will personally notify those employees that are requesting donations from. Once notifications are made, the requesting employee will advise the Finance Payroll Clerk in writing of which employees were contacted and the date of the notification. The employees donating the time will have fifteen (15) days after notification to complete a form indicating the willingness to donate to the requesting employee.
 - (b) The Finance Department Payroll Clerk will include, in the next issued pay check, a memo to all employees in the requesting employee's department advising of the serious illness or injury to a City employee and approval of Board of Control to donate sick leave. The memo will include the date by which sick leave donations must be submitted, but no later than fifteen (15)

- days after the date of the memo or paycheck.
- (c) The Finance Department Payroll Clerk will include, in the next issued pay check, a memo to all employees advising of the serious illness or injury to a City employee and approval of Board of Control to donate sick leave. The memo will include the date by which sick leave donations must be submitted, but no later than fifteen (15) days after the date of the memo or paycheck.
- 2) Any employee with a sick leave balance of one hundred sixty hours (160) or greater may donate up to eighty (80) hours to the recipient employee, provided the donating employee's sick leave balance does not drop below one hundred twenty (120) hours. All donations are voluntary.
 - 3) A form is completed indicating the willingness to donate sick leave hours from donating employee to recipient employee, signed by donating employee and filed with the Finance Department Payroll Clerk.
 - 4) All donated sick hours remain with the recipient employee, whether used during the serious illness/injury or not.
 - 5) Hours donated are hour per hour, regardless of the donor or recipients hourly rate.
 - 6) There will be a cap of one thousand forty (1040) hours that may be donated by employees to a requesting employee within a twelve (12) month period. This will provide six (6) months of additional paid leave.
- (Ord. 138-02)

CITY OF MEDINA
WAGE CONTINUATION POLICY

The City of Medina offers an "Injury Leave Policy" (Wage Continuation Program) to any employee who suffers a compensable industrial injury or illness subject to the below mentioned items.

QUALIFICATIONS

1. Payment to Wage Continuation benefits will be in lieu of workers' compensation loss time benefits. The payment of medical benefits will continue to be responsibility of the Ohio Bureau of Workers' Compensation.
2. The Board of Control shall have complete discretion to offer, terminate, limit, or extend Wage Continuation benefits.
3. The injury or illness must be determined to be compensable by the City of Medina, or in the case of dispute, the Ohio Industrial Commission. In no event will compensation commence before all initial paperwork is completed and filed with the appropriate agency(ies).
4. Competent medical proof of disability must be provided via Form C-84 or Physician's Update and Physical Capabilities form. The attending physician must complete the form in its entirety and affix his/her original signature to the form. Copies are unacceptable.
5. The employee must complete a FROI-1 *First Report of Injury* application and sign a wage agreement, medical release and an election form.
6. The City of Medina reserves the right to have the employee examined by a physician of its choice at the City's cost to confirm the medical diagnosis and/or the period of disability. Failure to submit to examination will result in termination of Wage Continuation benefits.
7. Wage Continuation benefits will be paid only for those periods of lost time that otherwise would qualify the employee for receipt of workers' compensation lost time benefits, subject to the following limitations:

TERMINATION CONDITIONS

Wage Continuation payments will cease upon any of the following conditions:

1. Attending physician releases employee to return to work.
2. Employee returns to work for another employer.
3. Employee fails to return to a transitional "limited duty" assignment consistent with his/her restrictions as approved by the injured workers' treating physician.
4. The claim is found to be fraudulent after payment has been commenced.
5. Violation of any City of Medina policy or guideline.

GENERAL CONDITIONS

In order to prevent administrative delays and wage loss associated with claims compensable by the Bureau of Workers' Compensation, the City of Medina will, in compensable claims, continue to pay wages at the same rate of pay the injured worker was making at the time of injury. This rate will be multiplied by the usual number of scheduled hours per week. The payment of the City of Medina will take the place of payment by the Bureau of Workers' Compensation. Wage Continuation will be made only during period(s) of time that workers' compensation benefits would otherwise be paid by the Bureau. In most cases, payments will immediately commence upon receipt of disability proof and a completed claim application. The payments by the City of Medina will be subject to the same tax withholding requirements as the employee's regular weekly wage.

SECTION 31.15 TRAVEL AND EDUCATION BENEFITS.**(A) Travel Allowance.**

1. Any official or employee of the City may attend, at the expense of the City, any conference or other municipal business relating to municipal affairs, if approved by the responsible elected official. Any member of Council, at this own discretion, may incur expenses not exceeding one hundred dollars (\$100) without prior approval of the Finance Committee. The Director of Finance shall certify that funds are appropriated and available for such purposes. If advanced funds are necessary, the employee shall submit a request to the Finance Department not less than ten (10) working days prior to departure.

2. Any official or employee of the City may be reimbursed for his actual necessary expenses incurred while traveling on official business. The mileage reimbursement rate for privately owned vehicles shall be in accordance with Internal Revenue Service (IRS) guidelines and shall be adjusted each January 1st accordingly. (Ord. 90-08)

3. Upon return, all expense reports with applicable receipts attached shall be approved by the responsible elected official prior to being submitted to the Finance Director for payment. Each member of Council shall approve his or her own expenses not exceeding one hundred dollars (\$100); however, expenses exceeding one hundred dollars (\$100) must have approval of the President of Council or the Finance Committee.

4. All approved expense reports shall be paid within thirty (30) days after submission to the Finance Department. (Ord. 115-17)

(B) Law Enforcement Educational Benefit.

Upon receipt of or proof of having earned an associate degree in the law enforcement field, a four (4) year baccalaureate degree from an accredited university, or upon proof of an honorable discharge after serving three (3) or more years in a branch of the United States military; or three (3) or more years in the Ohio National Guard, all non-union police officers shall receive additional compensation in the amount of ten dollars (\$10) per pay period, payable semi-annually in June and December of each year.

(Ord. 102-20)

SECTION 31.16 GROUP HOSPITALIZATION INSURANCE.

Section 1. The City shall provide group hospitalization, surgical and dental insurance coverages to all full time employees, unless specified differently in union contracts. A summary of insurance benefits that the City shall provide is set forth in Attachment A. (Ord. 187-02, 1-04, 42-07, 131-08, 134-11, 97-14, 80-17, 102-20)

The premiums for such plan shall be paid as follows:

- A. Effective April 1, 2020, the City shall pay eighty percent (80%) of the premium costs, and the employee shall pay twenty percent (20%) of the premium costs through payroll deduction. Employees who satisfy the wellness program obligations (see Attachment B) will be eligible for a “wellness” discount and will pay thirteen percent (13%) as their premium contribution for 2020. In order to qualify for the reduced premiums in 2021 and 2022 the employee must satisfy the wellness components identified in Attachment B by September 1st of the preceding year.
- B. Effecting January 1, 2021, if the City’s insurance premium costs increase by one percent (1%) or more, employees satisfying the wellness program obligations shall pay fourteen percent (14%) of the premium costs through payroll deduction. Employees failing to satisfy the wellness program obligations will not be eligible for a “wellness” discount and will pay twenty percent (20%) as their premium contribution. The employee premium-contribution percentage shall remain at the 2020 percentage (13% or 20%) for 2021 if the City’s insurance premium costs do not increase or increase by less than one percent (1%).
- C. Effective January 1, 2022, if the City’s insurance premium costs increase by one percent (1%) or more, and the employees are still paying a thirteen percent (13%) premium contribution, the employees satisfying the wellness program obligations shall pay a premium contribution one percent (1%) higher than the 2021 rate (an increase to 14%) of the premium costs through payroll deduction. Employees failing to satisfy the wellness program obligations will not be eligible for a “wellness” discount and will pay twenty percent (20%) as their premium contribution. The employee premium contribution percentage shall remain at the 2021 percentage for 2022 if the City’s insurance premium costs do not increase or increase by less than one percent (1%). (Ord. 93-20, 102-20)
- D. Newly-hired employees are not eligible for the reduced Wellness premium rate until the January 1st following successful completion of the September 1st to August 31st Wellness requirements.
- E. Healthcare coverage begins the first day of employment and ends on the last day of the last month during which an employee is employed by the City. (42-07, 130-17, 102-20)

Temporary full-time employees expected to be employed by the City for a continuous period greater than three (3) months shall be eligible for said benefit.

Section 2. The City retains the right, in its sole discretion, to change insurance carriers, provided the benefits and coverages under the policy with the new carrier are comparable to or better than the benefits and coverages provided to bargaining unit employees as of the effective date of this Agreement.

Section 3. Effective September 1, 2017, employees who are eligible to receive family coverage under any comprehensive group medical plan who opt not to participate in such program and execute an appropriate waiver form, and who have met the wellness program obligations, will receive Four Hundred Twenty-Five Dollars (\$425.00) per month in lieu of medical insurance coverage. Employees opting out of family coverage, who have not met the wellness program obligations, will receive Two Hundred Dollars (\$200.00) per month in lieu of medical insurance coverage. For the period covering May 23, 2017 through August 31, 2017, pro-rated wellness-satisfaction requirements shall be identified by the City for those employees opting out who were not participating in the wellness program, in order for those employees to have an opportunity to satisfy the wellness obligations for September 1, 2017 through December 31, 2018. Failure to satisfy these pro-rated requirements will result in the employee receiving the reduced opt-out amount.

Section 4. Employees opting out who have successfully completed the wellness obligations of their spouse's healthcare plan can be considered as having satisfied the City's wellness obligations, provided that the City has approved the wellness criteria of the spouse's plan and confirmed the employee's satisfaction of same.

Section 5. Effective November 1, 2003 employees who are eligible to receive the City's family group hospitalization insurance and elect to change, or who have previously changed from family to single coverage and execute an appropriate waiver form, will receive one hundred dollars (\$100) per month in lieu of the family coverage. New employees, who are eligible to receive the City's family group hospitalization insurance and select single coverage instead of family and execute an appropriate waiver form, will receive one hundred dollars (\$100) per month in lieu of family coverage. (Ord. 136-03, 130-17)

(Ord. 187-02, 1-04, 42-07, 136-03, 131-08, 134-11, 97-14, 80-17, 130-17)

ATTACHMENT B

ORD 93-20
Exh. D

THE CITY OF MEDINAWELLNESS PROGRAM


To be eligible for the reduced premium contributions for 2021, 2022 and 2023 the employee must:

1. Complete an annual Health Risk Analysis by August 31, 2020; August 31, 2021 and August 31, 2022 to be administered by the wellness provider. The Health Risk Analysis is comprised of:
 - a. A Health Risk Questionnaire, including height, weight, body mass index (BMI), waist circumference.
 - b. Biometric screening in the form of a blood draw that will measure:
 - i. Total Cholesterol
 - ii. High-density lipoprotein (HDL)
 - iii. Glucose
 - iv. Low-density lipoprotein (LDL)
 - v. Triglycerides
 - vi. Blood pressure
2. Maintain an active account with a wellness provider designated by the City.
 - a. Employees will need to log onto the website a minimum of 10 days per month and enter one or more entries each of those days. A minimum total of 10 days per month or 120 days per 12 months of logged entries must be entered in the following time frames: 09/01/2019-08/31/2020, 09/02/2020-08/31/2021; 09/01/2021-08/31/2022.
 - b. This total will be gathered on an average, so if the employee misses logging on a specific month, although they will not be able to back log/back enter into a previous month once it has ended, they will be able to add additional entries in the current/future months to maintain their acceptable average. One activity per day, each month is the maximum credit they can earn towards the 120 annual amount.
3. Employee must attend or participate in three (3) Educational Activities during the following time frames: 09/01/2019-08/31/2020; 09/01/2020-08/31/2021, 09/01/2021-08/31/2022 – these can be a combination of any activities offered (need proof of participation).

Wellness program requirements may be subject to change based on the Healthcare Committee recommendations.

The parties agree, in concept, to the introduction of an outcomes-based component to the Wellness Program in future Collective Bargaining Agreements. The parties agree to discuss the introduction of the outcomes-based component in the next negotiations consistent with the Federal Patient Protection and Affordable Care Act.

Wellness program design complies with Federal regulations. Program design may change as new regulations and / or clarifications are issued.

 The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-585-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-585-2583 to request a copy.

Important Questions		Answers		Why This Matters
What is the overall deductible?	\$500/single, \$1,000/family Network \$1,000/single, \$2,000/family Non-Network			Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.			This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other deductibles for specific services?	No			You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	\$1,000/single, \$2,000/family Network Unlimited/single, Unlimited/family Non-Network			The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Premiums, balance-billed charges and health care this plan doesn't cover.			Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See MedMutual.com/SBC or call 800-585-2583 for a list of participating providers.			This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No			You can see the specialist you choose without a referral.

All coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies. Services with copayments are covered before you meet your deductible, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
<p>If you visit a health care provider's office or clinic</p> <p>If you have a test</p> <p>If you need drugs to treat your illness or condition</p> <p>More information about prescription drug coverage is available at MedMutual.com/SBC</p>	Primary care visit to treat an injury or illness	\$20 copay/visit	40% coinsurance	None
	Specialist visit	\$40 copay/visit	40% coinsurance	None
	Preventive care/ screening/ immunization	No charge	40% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
	Diagnostic test (x-ray)	No charge	40% coinsurance	None
	Diagnostic test (blood work)	No charge	40% coinsurance	None
	Imaging (CT/PET scans, MRIs)	20% coinsurance	40% coinsurance	None
	Generic copay - retail Tier 1	\$15	Does Not Apply	Covers up to a 30-day supply.
	Generic copay - home delivery Tier 1	\$30	Does Not Apply	Covers up to a 90-day supply.
	Preferred brand copay - retail Tier 2	\$30	Does Not Apply	Covers up to a 30-day supply.
	Preferred brand copay - home delivery Tier 2	\$60	Does Not Apply	Covers up to a 90-day supply.
	Non-preferred brand copay - retail Tier 3	\$50	Does Not Apply	Covers up to a 30-day supply.
	Non-preferred brand copay - home delivery Tier 3	\$100	Does Not Apply	Covers up to a 90-day supply.
	Specialty drugs	Applicable drug tier copay applies	Does Not Apply	Covers up to a 30-day supply.

Common Medical Event	Services You May Need	What You Will Pay	Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center) Physician/surgeon fees (Outpatient)	20% coinsurance \$20 copay/visit at PCP; \$40 copay/visit at Specialist; 20% coinsurance all other places after deductible	20% coinsurance	40% coinsurance	None None
If you need immediate medical attention	Emergency room care Emergency medical transportation	\$100 copay/visit \$50 copay/visit	None None	None (includes non-emergency)	None None
If you have a hospital stay	Urgent care Facility fee (e.g., hospital room)	\$20 copay/visit 20% coinsurance	20% coinsurance	40% coinsurance	None None
If you need mental health, behavioral health, or substance abuse services	Physician/ surgeon fee (inpatient) Outpatient services Inpatient services	20% coinsurance 20% coinsurance Benefits paid based on corresponding medical benefits Benefits paid based on corresponding medical benefits	20% coinsurance 20% coinsurance	40% coinsurance 40% coinsurance	None None None None
If you are pregnant	Office visits	No charge	40% coinsurance	40% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound). None
	Childbirth/delivery professional services Childbirth/delivery facility services	20% coinsurance 20% coinsurance	20% coinsurance 20% coinsurance	40% coinsurance 40% coinsurance	None None

Common Medical Event Services You May Need

What You Will Pay

Limitations, Exceptions, & Other Important Information

	Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you need help recovering or have other special health needs	Home health care	20% coinsurance	(60 visits per benefit period)
	Rehabilitation services (Physical Therapy)	\$20 copay/visit	(30 visits per benefit period)
	Habilitation services (Occupational Therapy)	\$20 copay/visit	(60 visits per benefit period; except for work hardening, which is not covered)
	Habilitation services (Speech Therapy)	\$20 copay/visit	(60 visits per benefit period)
	Skilled nursing care	20% coinsurance	(120 days per benefit period; combined with Physical Medicine and Rehabilitation)
	Durable medical equipment	20% coinsurance	None
	Hospice services	20% coinsurance	None
	Children's eye exam	No charge	None
	Children's glasses		Excluded Service
	Children's dental check-up		Excluded Service
If your child needs dental or eye care.		Not Covered	
		Not Covered	

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- Acupuncture
- Bariatric Surgery
- Children's dental check-up
- Children's glasses
- Cosmetic Surgery
- Dental Care (Adult)
- Infertility Treatment
- Long-Term Care
- Non-emergency care when traveling outside the U.S.
- Private-Duty Nursing
- Routine Foot Care
- Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

- Chiropractic Care
- Heating Aids
- Routine Eye Care (Adult)

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: your state insurance department at 800-686-1526 and the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 or x61566 or clic.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your state insurance department at 800-686-1526 or your plan at 800-585-2583.

Does this plan provide Minimum Essential Coverage? Yes.

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet Minimum Value Standards? Yes.

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

_____ To see examples of how this plan might cover costs for sample medical situations, see the next section.
The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is having a baby
 (Monthly prenatal or mechanical care and childbirth/delivery facility services)

- The plan's overall deductible \$500
- Specialist copay \$40
- Hospital (facility) coinsurance 20%
- Other coinsurance 20%

This EXAMPLE event includes services like:
 Specialist office visits (prenatal care)
 Childbirth/Delivery Professional Services
 Childbirth/Delivery Facility Services
 Diagnostic tests (ultrasounds and blood work)
 Specialist visit (anesthesia)

Total Example Cost \$12,800

In this example, Peg would pay:

Cost Sharing	
Deductibles	\$500
Copayments	\$0
Coinsurance	\$500
What isn't covered	
Limits or exclusions	\$60
The total Peg would pay is	\$1,060

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-585-2583.

Managing Joe's Type 2 Diabetes
 (Yearly routine hemoglobin A1c test and technology condition)

- The plan's overall deductible \$500
- Specialist copay \$40
- Hospital (facility) coinsurance 20%
- Other coinsurance 20%

This EXAMPLE event includes services like:
 Primary care physician office visits (including disease education)
 Diagnostic tests (blood work)
 Prescription drugs
 Durable medical equipment (glucose meter)

Total Example Cost \$7,400

In this example, Joe would pay:

Cost Sharing	
Deductibles	\$500
Copayments	\$1,200
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$60
The total Joe would pay is	\$1,760

Mia's Simple Fracture
 (In-network emergency room visit and follow-up)

- The plan's overall deductible \$500
- Specialist copay \$40
- Hospital (facility) coinsurance 20%
- Other coinsurance 20%

This EXAMPLE event includes services like:
 Emergency room care (including medical supplies)
 Diagnostic test (x-ray)
 Durable medical equipment (crutches)
 Rehabilitation services (physical therapy)

Total Example Cost \$1,900

In this example, Mia would pay:

Cost Sharing	
Deductibles	\$200
Copayments	\$300
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$0
The total Mia would pay is	\$500

The plan would be responsible for the other costs of these EXAMPLE covered services.

SECTION 31.17 LONGEVITY PAY.

(A) All full time employees of the City who have completed twenty (20) years of continuous employment with the City shall receive, in addition to their regular salary, an additional compensation in the amount of ninety dollars (\$90.00) per month, payable semi-annually in June and December.

(B) All full time employees of the City who have completed fifteen (15) years of continuous employment with the City shall receive, in addition to their regular salary, an additional compensation in the amount of sixty-nine dollars (\$69.00) per month, payable semi-annually in June and December.

(C) All full time employees of the City who have completed ten (10) years of continuous employment with the City shall receive, in addition to their regular salary, an additional compensation in the amount of forty-eight dollars (\$48.00) per month, payable semi-annually in June and December.

(D) All full time employees of the City who have completed five (5) years of continuous employment with the City shall receive, in addition to their regular salary, an additional compensation in the amount of twenty-seven dollars (\$27.00) per month, payable semi-annually in June and December.

(E) An employee returning from a leave of absence or lay-off will be entitled to pre-leave status relative to accumulated service time toward longevity pay. A terminated employee who returns to work for the City within a period of one (1) year shall be entitled to pre-leave status less one (1) year of accumulated service time toward longevity pay. Service time toward longevity pay will not be accumulated during a leave of absence, lay-off period or period of employment termination.

(F) No elected official of the City shall receive longevity pay.

SECTION 31.18 LEAVE OF ABSENCE.

(A) All employees of the City of Medina who are members of the Ohio National Guard or members of other reserve components of the Armed Forces of the United States shall be entitled to a military leave of absence for their respective duties without loss of regular pay, holiday pay, or vacation time for such time as they are in the military service on field training or active duty for periods not to exceed thirty-eight (38) days in any one calendar year, after presentation of official orders and submission of a leave request. The department head shall be required to arrange a shift change permitting employees working other than Monday through Friday to participate in National Guard or Reserves weekend training sessions without loss of time. If no such shift change can be arranged, the employee shall be entitled to a leave of absence for the same without loss of regular pay.

(B) All regular employees who are drafted, or who enter the Armed Forces of the United States during a period of national emergency, or who are called to active duty in the Armed Forces Reserve or Ohio National Guard, shall be granted an extended military leave of absence for a period of military commitment. Upon presentation of official orders, such employee shall receive pay for the number of working days according to his regular work schedule accruing during the first thirty-eight (38) calendar days of military leave.

1. Employees granted an extended military leave of absence may elect to be paid for any accumulated annual leave.
2. Employees on extended military leave shall continue to earn seniority credit for purposes of annual leave and promotional examination.
3. Upon return from extended military leave, employees will be reinstated to the same pay step of the pay schedule at which they were situated at the time of leave of absence. Thus, employees on extended military leave will receive any general salary adjustments that were granted to their job classification during their absence. Employees on extended military leave shall not earn time toward merit raises or longevity pay steps during the unpaid period of military leave; however, they shall retain such service time as they had at the time of leave of absence.

(C) Any employee of the City of Medina having been in the employ of the City of Medina for at least six (6) months may be granted a leave of absence without pay by the responsible appointing authority or elected official for a period of time as deemed warranted, but not to exceed six (6) months within one (1) year. Written notice of said leave will be given to the Civil Service Commission and the Finance Director.

1. Group hospitalization insurance may be retained during a leave of absence of one (1) or more months for a maximum of six (6) months at the employee's expense.
2. Accumulated benefits. Time toward sick, vacation, or longevity pay will not accumulate during the leave of absence. Upon return to work, the employee will be entitled to pre-leave status relative to accumulated sick, vacation, or longevity pay, as well as pay range and step and job classification.

3. Step increases. An employee who has been granted a leave of absence will not receive a step increase under Section 31.08(A) unless he has accumulated a total of nine-(9) month's active service during the prior calendar year.

(D) Any employee of the City who is subpoenaed for jury duty or as a witness during normal working hours shall be entitled to leave with pay and excused from work for such service upon presentation of the subpoena and the receipt of the jury or witness fees by the Finance Department.

SECTION 31.19 LINE OF DUTY LIFE INSURANCE.

(A) The City agrees to provide (either through self-insurance or a policy of insurance) a twenty-five thousand dollar (\$25,000.00) life insurance/accidental death and dismemberment (“life insurance”) benefit to full time employees of the City as defined in Section 31.16 herein.

(B) In the event the full time employees’ life insurance is provided through an insured plan and the city qualifies under the terms of the insured plan to offer additional life insurance coverage, the employee may purchase additional coverage through payroll deductions. The costs of any additional life insurance coverage shall be the sole responsibility of the employee.

SECTION 31.20 BONDS OF MUNICIPAL EMPLOYEES AND OFFICERS

(A) That all officials and employees of the City of Medina, with the exception of the Mayor, members of Council, Director of Finance, Board and Commission members, Clerk of Court and Bailiff, shall be covered under the provisions of a Public Employees Blanket Bond in lieu of the execution of individual bonds.

(B) That the Public Employees Blanket Bond shall be purchased by and executed in favor of the City of Medina by some surety company authorized to issue surety and fidelity bonds in the State of Ohio and shall be in the amount of Ten Thousand Dollars, for each position or office held by an employee or officer of the City of Medina, other than those officials excepted by the provisions of paragraph (A), and shall be approved by the Mayor and City Solicitor.

(C) That the Public Employees Blanket Bond provided for herein shall be conditioned upon the faithful performance of the duties and offices of the individual covered officers and employees and upon the accounting for and paying over to the proper officer or officers of the City of Medina all moneys or other property coming into the possession of the individual covered officers and employees and belonging to the City of Medina, Ohio.

(D) That individual bonds conditioned upon the performance of the duties of the Director of Finance, Clerk of Court, and Bailiff, excepted from the coverage of the Public Employees Blanket Bond by the provisions of paragraph (A), shall be purchased by and executed in favor of the City of Medina with approved sureties in the amounts as follows:

Director of Finance	\$10,000.00
Clerk of Court	\$25,000.00
Bailiff	\$ 3,000.00

(E) Said bond must be provided for prior to the official or officer being given the oath of office.

SECTION 31.21 GENDER.

Whenever the context so requires, the use of the words herein whether in the masculine, feminine or neuter genders shall be construed to include all said genders. By the use of either the masculine or feminine genders it is understood that said use is for convenience purposes only and is not to be interpreted to be discriminatory by reason of sex.