

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*	See 31.02(E) MCRC pay scale	14
	Maintenance**	Pay Grade 51A-F	

* 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, 40-26)

(2) **SERVICE DEPARTMENT**

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

*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, 40-26)

- (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
4	Laborers	per contract (effective 5/13/26)

(Ord. 76-08, 134-11, 32-14, 98-17, 56-20, 111-22, 99-24, 60-26)

(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) Removed per Ord. 158-23, passed October 10, 2023.

(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 Officer**	Pay Grade 6A
	Building Custodian	Pay Grade 55A
	Judicial Aid	2 A-F
1	Part-Time Probation Officer	7 A-F
1	Probation Secretary*	5 A-F

* 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 (Ord. 127-24)

**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, 20-12, 151-23, 82-24, 37-25)

(6) **MUNICIPAL COURT GRANT POSITIONS**

		<u>Hourly Rate</u>
1	Intensive Supervision Probation Officer* Part Time	7 A-F
1	Probation Officer/Group Facilitator**	\$30.64/hr. – January 2025 7 A-F – Beginning Jan. 2026

*Positions effective July 1, 2025 to June 30, 2027. (Ord. 152-25)

**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. (Ord. 69-12, Ord. 150-12, 128-13, 128-14, 90-15, 8-16, 89-16, 126-17, 157-18, 110-19, 24-20, Ord. 175-20, 88-21, 25-23, 114-23 127-24, 37-25, 132-25, 152-25)

(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	Parking Violations Hearing Examiner	\$50.00/hr.
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.

****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, 24-24, 124-24)

(8) SANITATION DEPARTMENT

* This Section (Sanitation) removed per Ordinance No. 157-24, passed September 9, 2024.

(9) COMMUNICATIONS DEPARTMENT

		<u>Hourly Rate</u>
2	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, 196-21, 5-26) Effective 2-11-26

(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

		<u>Hourly Rate</u>
1	Code Enforcement Inspector	Pay Grade 8A *
1	Clerical Help	Pay Grade 5A

*The part-time position of Code Enforcement Inspector may not be filled if there is a person filling the full-time position (see Section 31.05).

(Ord. 2-04, 22-11, 25-11, 134-11, 151-11, 130-13, 70-14, 114-15, 41-17, 158-18, 79-21)

(12) LAW DEPARTMENT

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

1 Law Intern* Pay Grade 59A

* Law Intern can work 10-12 weeks per year, working up to 40 hours per week (max. of 480 hours per year)
(Ord. 2-04, 7-19, 201-23, 126-24)

(13) COUNCIL OFFICE

		<u>Hourly Rate</u>
1	Clerk of Council/Legislative Asst.	Pay Grade 15A
1	Deputy Clerk of Council	Pay Grade 7A

(Ord. 2-04, 17-10, 206-10, 134-11, 217-22)

(14) CITY HALL

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

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

(15) STREET DEPARTMENT

		<u>Hourly Rate</u>
1	Sign Technician (part-time)	per contract
1	Laborer (part-time)	per contract

(Ord. 119-20)

* 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, 56-21*)

*That employees Laura Hamann and Deborah Illes, currently in the Facility Monitor position (RC22), shall temporarily be paid at the current RC22 rate +7% while performing a portion of the duties of the MCRC Office Administrator, per Ord. 56-21. This increase is retroactive to March 12, 2021, and this temporary increase will expire when the Office Administrator returns to regularly scheduled hours.


(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
 2023 – 3.5% increase – Ord. 225-22
 2024 – 3.5% increase – Ord. 225-22
 2025 – 3.5% increase – Ord. 225-22

31.02(E)
Ord. 42-26

				
Medina Recreation Center 2026 Part Time Pay Scale				
Group	Position	City of Medina Payscale 31.02 Ordinance 42-26	A	F
Group 1	Fitness Room Attendant	Ohio Minimum Wage	\$ 11.00	x
	Fleld House Attendant			
	Program Aide			
	Office Aide			
	Recreation Aide			
	Youth Speciallst			
	Counselors			
	Front Desk Attendant			
Group 2	Facility Attendant	51A	\$ 13.76	x
	Lifeguard			
	League Supervisor			
	Recreation Leader			
	Deck Supervisor			
	WSI Aide			
	Head Counselor			
Group 3	WSI	53A	\$ 15.54	x
	League Supervisor			
	Rental Coordinator			
	Team leader			
	Receptionist			
	Building Monitor			
	Before / After School Supervisor			
Group 4	Facility Monitor	54A	\$ 16.01	x
	Head Guard			
	Rascal Room Supervisor			
	Day Camp Supervisor			
Group 5	Activlties Coordinator	55A	\$ 17.05	x
	Front Desk Supervisor			
	Office Assistant			
Group 6	Pool Manager A	56 A - F	\$ 19.04	\$ 24.30
	Marketing Coordinator			
Group 7	Pool Manager B	57 A - F	\$ 21.18	\$ 27.04
	Group Exerslce Instructor A			
	WSI / LTS Private Lessons			
Group 8	WSI / LTS Semi Private Lessons	59 A - F	\$ 22.82	\$ 29.13
	Group Exercise Instructor B			
Group 9	Group Exercise Instructor C	60 A - F	\$ 31.01	\$ 39.59