

**ORDINANCE NO: 2018-69**  
**INTRODUCED BY: ADMINISTRATION**

**AN ORDINANCE AMENDING ORDINANCE NO. 2018-46 WHICH ESTABLISHED THE SALARY, COMPENSATION, AND HOURLY RATES OF PAY FOR NON-BARGAINING EMPLOYEES IN THE VARIOUS OFFICES AND DEPARTMENTS, INCLUDING MEMBERS OF BOARDS AND COMMISSIONS, AND WHICH CONFIRMED LONGEVITY COMPENSATION, VACATIONS, HOLIDAYS AND OTHER BENEFITS, IN THE CITY OF LYNDBURST, OHIO, REPEALING CERTAIN SECTIONS OF ORDINANCE NO. 2018-46 INCONSISTENT HEREWITH, AND DECLARING AN EMERGENCY**

WHEREAS, Council previously enacted Ordinance No. 2018-46 establishing the salary, compensation, and hourly rates of pay for employees in the various offices and departments, including members of boards and commissions and confirming other specific matters related thereto effective January 1, 2018 unless otherwise specified; now, therefore,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNDBURST, CUYAHOGA COUNTY, STATE OF OHIO**

**SECTION 1.** That salary, compensation and hourly rates of pay for non-bargaining unit employees of various offices and departments of the City of Lyndhurst are hereby fixed effective January 1, 2018, unless otherwise specified, as follows, subject to the method of payment provided for in Section 11:

**A. SAFETY FORCES**

**SUBSECTION 1. POLICE DEPARTMENT:**

- a. Chief \$95,000 to \$112,000 per annum
- Executive Officer \$103,031 per annum
- aa. Executive Officer \$400 lump sum paid in 2018
  
- b. Police Radio Dispatcher (Part-Time) \$21.04 to \$24.04 per hour
- bb. Part Time Dispatchers who serve as matrons will be paid a premium of \$25.00 per search
  
- Confidential Secretary \$16.38 to \$31.00 per hour
- bb. Confidential Secretary \$400 lump sum paid in 2018

**DEPUTY POLICE**

- Park Guards (Seasonal) \$ 9.00 to \$11.50 per hour
- Auxiliary Police, up to including 25 hours per year \$1.25 per annum
- Auxiliary Police, who at year end have worked at least 26 hours, but less than 41 hours \$187.50 per annum
- Auxiliary Police, who at year end have worked at least 41 hours, but less than 56 hours \$375 per annum
- Auxiliary Police, who at year end have worked at least 56 hours, but less than 71 hours \$625 per annum
- Auxiliary Police, who at year end have worked at least 71 hours, but less than 96 hours \$875 per annum
- Auxiliary Police, who at year end have worked at least 96 hours \$1,625 per annum

Special Police, during periods of time assigned special duty by Chief:

SPO	\$15.00 to \$28.00 per hour
Jailer (Part-Time)	\$16.63 to \$22.50 per hour
Court Officer (Part-Time)	\$11.00 to \$12.53 per hour

- c. Shift differentials, overtime, uniform allowance vacations and holidays, sick leave, emergency pay leave, on-the-job injury leave, jury duty compensation, tuition reimbursement, remedial salary adjustment, longevity, life insurance and sick leave conversion shall be as provided in the collective bargaining agreement.

**SUBSECTION 2. FIRE DEPARTMENT:**

- a. Chief \$95,000 to \$112,000 per annum

**SUBSECTION 3. DIRECTOR OF SAFETY** \$0 per annum effective 1/23/02)

**B. DEPARTMENT OF LAW**

**SUBSECTION 1.**

**DIRECTOR OF LAW** \$53,000 per annum

The services to be performed by the Director of Law, as a part-time employee of the City (effective March 1, 1999) subject to all benefits of part-time employees of the City and further subject to all normal deductions, including PERS, and including health insurance coverage through the City's health insurance program (effective February 1, 2006) of which the full monthly premium is reimbursed to the City as a payroll deduction., and included in the annual compensation shall be: 1) Attendance and advice at all regular and special Council Meetings not to exceed 24 meetings per year; 2) Attendance and advice at all regular and special Planning Commission Meetings not to exceed 12 meetings per year; 3) Attendance and advice at all regular and special Board of Zoning Appeals Meetings not to exceed 12 meetings per year; 4) All regular legislation necessary for above meetings; 5) All meetings of the Civil Service Commission and regular business; and 6) Up to twelve hours of legal service per month.

All other matters requiring attention by the Law Director not included in 1 through 6 above shall, in addition to the base salary, be compensated for at the rate of \$130.00 per hour. Such other matters include but are not limited to special preparation and services required beyond the scope of 1 through 6 and litigation, court appearances, negotiations, preparations of covenants, zoning legislation and research, certificates, notes, bonds, assessments and other matters incidental to the foregoing special services.

Should any special representation be required beyond the normal scope of the regular or special duties outlined above, upon recommendation of the Mayor, approval of such representation and compensation for such services shall be subject to formal approval by Council in advance.

Upon the request of the Director of Finance, the Director of Law shall submit in writing a memo setting a value on the services performed in connection with any public project financed by special assessments. Such amount shall then be included in the cost of such project with a memo entry of credit to the General Fund in the same amount.

**SUBSECTION 2.**

**PROSECUTOR** \$25,000 to \$35,000 per annum

The services to be performed by the City Prosecutor shall be as set out in Section 133.03 of the Codified Ordinances. The hourly rate referred to in Section 133.01(c) shall be \$110.00.

C. **FINANCE DEPARTMENT.**  
**DIRECTOR OF FINANCE** \$95,000 to \$112,000 per annum

**SUBSECTION 1.**

Assistant Finance Director \$55,000 to \$86,700 per annum  
cc. Assistant Finance Director lump sum \$400 paid in 2018

**SUBSECTION 2.**

Payroll/HR Generalist \$45,000 to \$65,887 per annum  
cc. Payroll/HR Generalist lump sum \$400 paid in 2018

D. **BUILDING DEPARTMENT.**  
**BUILDING COMMISSIONER** \$85,000 to \$112,000 per annum

**SUBSECTION 1.**

Part-time Inspector \$11.00 – \$15.00 per hour  
Custodians (part-time) \$11.00 – \$19.19 per hour

**SUBSECTION 2.** The Building Commissioner shall be reimbursed for dry cleaning upon presentation of invoices for such dry cleaning in the amount of \$10.00 with a maximum amount of \$100.00 per person per year.

E. **SERVICE DEPARTMENT**  
**DIR. OF PUBLIC SERVICE** \$85,000 to \$112,000 per annum

**SUBSECTION 1(a).** The Director of Public Service shall be reimbursed for dry cleaning upon presentation of invoices for such dry cleaning in the amount of \$10.00 with a maximum amount of \$100.00 per year.

(b). The Director of Public Service shall serve in the capacity as either full or part time as determined by the Mayor.

**SUBSECTION 2. SERVICE DEPARTMENT EMPLOYEES**

a. Part-time Service \$12.50 to \$28.03 per hour

**SUBSECTION 3. SEASONAL EMPLOYEES – SERVICE**

First Year \$11.60 per hour  
Second Year \$12.03 per hour

F. **CLERICAL EMPLOYEES IN THE VARIOUS DEPARTMENTS AND DEPUTY CLERKS**

**SUBSECTION 1(a). EXECUTIVE SECRETARY**

Secretary to Mayor \$35,000 to \$67,450 per annum

(b) Secretary to Mayor lump sum \$400 paid in 2018

(c) Whenever the Secretary to Mayor is to attend meetings or work additional hours outside his/her regular work hours he/she shall be guaranteed at least two (2) hours additional pay at one and a half (1-1/2) times the regular rate of pay and if on a holiday he/she shall be guaranteed four (4) hours pay at two (2) times their regular rate of pay.

**SUBSECTION 2. FULL-TIME CLERKS**

\$12.50 to \$28.41 per hour

**SUBSECTION 3. PART-TIME CLERKS**

\$12.00 to \$22.15 per hour

**SUBSECTION 4. PART-TIME ASSISTANT CLERK OF COUNCIL**

\$17.50 to \$26.20 per hour

**SUBSECTION 5. SEASONAL CLERKS**

First Year \$11.50 per hour  
Second Year \$12.50 per hour

**G. LYNDHURST MUNICIPAL COURT**

Judge As established by State of Ohio

**SUBSECTION 1.**

To be paid: 60% by the City of Lyndhurst and 40% by Cuyahoga County (amounts are shown as combined 100% full salary)

Clerk of Court \$46,708 to \$79,764 per annum  
Chief Bailiff \$10,000 to \$60,000 per annum  
Magistrate \$ 9,000 to \$60,000 per annum

**SUBSECTION 2.**

Administrative Assistant \$24,331 to \$56,100 per annum  
Magistrate \$ 9,000 to \$60,000 per annum  
Special Projects & Tech Coordinator \$35,000 to \$71,400 per annum  
Deputy Bailiff (Full-Time) \$24,822 to \$58,801 per annum  
Deputy Bailiff (Part-Time) \$11.26 to \$27.41 per hour  
Probation Officer \$14.00 to \$28.99 per hour  
Law Clerk \$15.00 to \$20.40 per hour  
Deputy Clerk (Full-Time) \$13.00 to \$30.27 per hour  
Deputy Clerk (Part-Time) \$13.00 to \$21.42 per hour  
Seasonal (Part-time) \$10.00 to \$20.40 per hour

**H. MEMBERS OF BOARDS AND COMMISSIONS:** Appointed by the Mayor.

Board of Architectural Review  
\$1,250 salary + \$ 75 per meeting not to exceed \$2,150 per annum  
City Planning Commission  
\$1,500 salary + \$75 per meeting not to exceed \$2,400 per annum  
Civil Service Commission  
\$1,250 salary + \$75 per meeting not to exceed \$2,500 per annum  
Board of Zoning Appeals  
\$1,250 salary + \$75 per meeting not to exceed \$2,150 per annum

**I. COMMUNITY CENTER STAFF:**

Community Center Coordinator	\$17.50 - \$23.50 per hour
ii. Community Center Coordinator lump sum \$400 paid in 2018	
Part-time Assistant to Coordinator	\$12.00 - \$17.56 per hour
Part-time Program Assistant	\$10.00 - \$ 13.50 per hour

**SECTION 2. DEFINITIONS:**

A full-time employee is defined as one who is employed to work a minimum of 40 hours per week on an annual basis.

A part-time employee is defined as one who is employed to work less than 40 hours per week on a permanent basis and is scheduled to work regularly scheduled hours, each week, and 52 weeks per year.

A seasonal employee is defined as one who is employed to work for a specified limited period of time regardless of the number of hours worked in one week.

Retirement is defined as withdrawal from employment with the City of Lyndhurst pursuant to and through an established retirement plan of Police and Fire Pension, P.E.R.S., Disability Retirement, Death or any other lawful pension plan.

**SECTION 3. LONGEVITY:**

Longevity compensation shall be as provided in Codified Ord. 159.08

**SECTION 4. HOSPITALIZATION:**

Hospitalization shall be as provided in Codified Ord. 159.09 and in regard to any specific bargaining unit as provided in the Collective Bargaining Agreement entered into with said bargaining unit.

**SECTION 5. VACATIONS AND HOLIDAYS:**

Vacations and Holidays shall be as provided in Codified Ord.159.10 as amended to date.

**SECTION 6. OTHER HOLIDAY PROVISIONS:**

Other Holiday provisions shall be as provided in the respective collective bargaining agreements and Codified Ord. 159.10 as modified to accommodate the agreements.

**SECTION 7. SICK LEAVE:**

Sick Leave shall be as provided in Codified Ord. 159.11 as amended to date or as provided in the collective bargaining agreements.

**SECTION 8. EMERGENCY PAID LEAVE:**

Emergency Paid Leave shall be as provided in Codified Ord. 159.12, or as provided in the collective bargaining agreements.

**SECTION 9. OVERTIME:**

Overtime shall be as provided in Codified Ord.159.14 unless modified by a collective bargaining agreement approved by Council, at which time the terms and conditions of said collective bargaining agreement shall prevail.

**SECTION 10. COMPENSATION DURING JURY SERVICE:**

Jury Service Compensation shall be as provided in Codified Ord.159.07(c).

**SECTION 11. PAYMENT OF SALARIES AND COMPENSATION:**

Payment of Salaries and Compensation shall be as provided in Codified Ord. 159.07(a) as amended to date.

**SECTION 12. EFFECTIVE DATE:**

This Ordinance and provisions herein made with respect to compensation and other benefits shall be effective from and after such pay period that includes January 1, 2018 unless a different effective date as to specific provisions is stated herein, in which case such specific effective date shall prevail.

This Ordinance shall apply only to non-bargaining unit persons who are employees of the City of Lyndhurst on and after the date of passage of this ordinance.

**SECTION 13. REPEAL OF PRIOR ORDINANCES:**

Any and all ordinances, or parts thereof, inconsistent herewith, and specifically Ordinance No. 2018-46 to the extent it is inconsistent herewith, are hereby repealed, otherwise, any provisions of such Ordinance not inconsistent herewith shall remain in full force and effect.

**SECTION 14.** This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health and safety of the City of Lyndhurst and its inhabitants for the reason that compensation of the officers and employees of the City must be determined and fixed in order to provide for the current operation of the City Government. Therefore, this Ordinance shall take effect immediately upon the affirmative vote of not less than five (5) members elected to Council and signature by the Mayor or otherwise at the earliest time allowed by law and its provisions shall be effective as of January 1, 2018 unless stated otherwise herein.

PASSED: \_\_\_\_\_ September 17, 2018

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**MAYOR**

\_\_\_\_\_  
**VICE MAYOR**

ATTEST: \_\_\_\_\_

*Clerk of Council*

I, the undersigned Clerk of Council of the City of Lyndhurst, hereby certify that there is no newspaper published or having an office of publication in said City, and that I published the foregoing Ordinance by advertising the same by title on one day in each of two consecutive weeks in a newspaper of general circulation in said City, on September 27, 2018 and October 4, 2018.

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*Clerk of Council*

First Reading: September 17, 2018

Second Reading: Suspended

Third Reading: Suspended

Passed 9-17-2018