

CITY OF MAUMEE
SALARIES, COMPENSATION, BENEFITS, TERMS
AND CONDITIONS OF EMPLOYMENT OF
ADMINISTRATIVE SUPPORT PERSONNEL

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**SALARIES, COMPENSATION, BENEFITS, TERMS
AND CONDITIONS OF EMPLOYMENT OF
ADMINISTRATIVE SUPPORT PERSONNEL:**

1. SECRETARY TO A DIRECTOR OF A DEPARTMENT
2. ADMINISTRATIVE ASSISTANT
3. TAX SPECIALIST
4. BUILDING AND ZONING INSPECTOR I
5. ZONING AND COMMUNITY IMPROVEMENT ASSISTANT
6. ENGINEERING TECHNICIAN
7. BUILDING AND ZONING INSPECTOR II
8. ACCOUNTANT
9. ADMINISTRATIVE SPECIALIST
10. ENGINEER
11. ASSISTANT MUNICIPAL PROSECUTOR

HOURS OF WORK

SECTION 1

1.01 The hours of work for covered employees eligible for overtime compensation forty (40) hours per week, fifty-two (52) weeks per year; changes in the work schedule shall be at the discretion of the Department Head with five (5) days prior notice to the employee.

1.02 The hours of work for covered employees not eligible for overtime compensation, as noted in the *Employee Handbook – Exempt Employees*, herein shall be eighty (80) hours per pay period.

1.03 Subject to prior approval, hours worked over eighty (80) hours in any pay period may be taken as time off during the next six pay periods. If said hours worked over eighty (80) hours in a pay period are not taken as time off within the next six (6) pay periods, the hours shall not be carried to another pay period.

DEATH BENEFITS

SECTION 2

2.01 Sick leave allowance to employees which has been earned and accumulated while employed by the City of Maumee and prior to termination of service as a result of the death of such employee in the amounts specified in Section 8 shall be payable to the employee's designated beneficiary or beneficiaries at the employee's regular scheduled rate of pay at the time of said employee's termination of service by death.

2.02 From and after January 1, 2007, all covered employees, effective the first day of the month after ninety (90) days of employment have been completed, shall be included in a group life insurance program containing convertibility rights, upon termination of service, in the amount of fifty thousand dollars (\$50,000) face value and an accidental death and dismemberment clause of an amount equal to face value.

2.03 The amount of coverage, as provided in the *Employee Handbook – Retirement / Resignation Benefits*, shall be reduced pursuant to the contract of the group life insurance program in effect for those employees who have attained the age of sixty-five (65) years.

2.04 The entire premium for the aforementioned group term life insurance program shall be paid by the City of Maumee.

LONGEVITY PAY

SECTION 3

3.01 Longevity pay shall be calculated and paid in accordance with the following:

All covered employees hired after January 9, 1983 who have completed five (5) full calendar years of continuous service with the City shall be entitled to annual longevity payments according to the following schedule:

COMPLETED CALENDAR YEARS OF SERVICE	AMOUNT
5 years through 9 years	\$ 600.00
10 years through 14 years	\$ 900.00
15 years through 19 years	\$1,200.00
20 years through 24 years	\$1,500.00
25 years or more	\$1,800.00

3.02 All such longevity pay shall be paid in a lump sum by the first pay period in February of each calendar year.

OVERTIME COMPENSATION

SECTION 4

4.01 If approved by the Department Head, all employees covered by this Exhibit except the Assistant Municipal Prosecutor shall receive, in addition to base pay, compensation for hours worked in excess of the hours the employee is regularly scheduled to work. Compensation for overtime hours, in addition to base pay, shall be as follows:

- (1) For all hours on which the employee is not regularly scheduled to work or for hours traveling to or from approved training or conferences when such travel occurs on other than regularly scheduled hours of work at the rate of fifty percent (50%) of base pay.
- (2) Through December 18, 2011, for all other hours from 12:00 a.m. on Sunday until 12:00 a.m. Monday and on Holidays as defined in the *Employee Handbook - Holidays*, at the rate of one hundred percent (100%) of base pay.

As of December 19, 2011, for all other hours on Holidays as defined in the *Employee Handbook - Holidays*, at the rate of one hundred percent (100%) of base pay.

4.02 Covered employees may receive, in lieu of said overtime, time off with pay at the rate so specified above; provided however, that any such time off with pay be scheduled subject to the approval of the Department Head and further subject to the following conditions:

- (1) Such compensatory time shall be given in lieu of pay and any such overtime on any day shall be compensated for either as pay or as compensatory time; however, not as a combination thereof.
- (2) Compensatory time which is unscheduled as time off may be accrued by an employee up to an amount not to exceed eighty (80) hours at any one time. Any overtime hours worked which would result in an excess of eighty (80) hours unscheduled compensatory time shall be paid on the pay date for the pay period in which the hours were worked and consistent with subparagraph (1) above.
- (3) Compensatory time may be taken as time off, upon approval, or scheduled off provided no more than two hundred forty (240) hours of compensatory time can be utilized in a payroll year.

PAYROLL YEAR, PAY PERIODS, AND PAY DATES

SECTION 5

5.01 As used throughout this Exhibit, the payroll year shall constitute all days of any pay period, the pay date for which falls within the calendar year. The payroll year is the same as the tax year for reporting earned income on Form W-2 for the Internal Revenue Service. The payroll years covered in part, or in whole, by this Exhibit are:

2011	December 20, 2010 to December 18, 2011
2012	December 19, 2011 to December 30, 2012
2013	December 17, 2012 to December 15, 2013

5.02 For the purpose of paying salaries and other compensation to covered employees, the pay periods shall be the bi-weekly periods commencing on December 19,2011 and continuing thereafter.

5.03 The pay date for salaries and compensation due covered employees, as established by this Exhibit for each pay period, shall be the Friday next following the expiration of each bi-weekly pay period; provided however, when such Friday is a holiday, as set forth in the *Employee Handbook - Holidays*, the pay date shall be the workday immediately preceding any such designated holiday.

5.04 Upon thirty (30) days advance notice to employees, the city may implement direct deposit of employee payroll checks, with Monday designated as the pay date for salaries and compensation due employees covered by this ordinance.

STEP ADVANCEMENT

SECTION 6

6.01 The salary schedule shall consist of an entry rate, six (6) intermediate rates, and a maximum rate.

6.02 For employees hired prior to January 1, 2007, the first step thereof shall be Step I and shall be considered the hiring rate of the position. All employees hired prior to January 1, 2007 shall normally progress through the salary steps upon the completion of one (1) year of service in an assigned pay step unless advanced otherwise by the appointing authority.

6.03 For employees hired on or after January 1, 2007, the first step shall be Step A and progress through the salary steps, until reaching Step H, upon the completion of one (1) year of service in an assigned step.

6.04 Upon promotion to a higher position, an employee shall be assigned to the pay step which is closest to, but not lower than, the pay step which reflects a five percent (5%) wage increase except for those subject to 6.03 who shall be advanced to the pay step which reflects a wage increase which is closest to, but not lower than, his / her current pay step, nor higher than Step H.

LUMP SUM PAYMENTS

Deleted March 23, 2007

SECTION 7

SALARY / COMPENSATION

SECTION 8

8.01 Effective upon the first pay period in 2011, each employee shall be entitled to a two percent (2%) base wage increase. The annual salary and compensation for the positions covered by this Exhibit are as follows:

Step	Dept Sec	Admin Asst	Tax Spec	Eng Tech	Accountant	Engineer	Asst Muni Pros
<i>For employees hired AFTER January 1, 2007:</i>							
A	\$30,902	\$33,079	\$36,057	\$38,382	\$41,918	\$45,868	\$47,450
B	\$31,946	\$34,200	\$37,301	\$39,688	\$43,348	\$47,437	\$49,074
C	\$33,029	\$35,360	\$38,589	\$41,041	\$44,829	\$49,061	\$50,755
D	\$34,149	\$36,562	\$39,922	\$42,441	\$46,361	\$50,742	\$52,495
E	\$35,307	\$37,804	\$41,301	\$43,890	\$47,948	\$52,482	\$54,297
F	\$36,506	\$39,092	\$42,729	\$45,389	\$49,589	\$54,282	\$56,160
G	\$37,747	\$40,424	\$44,207	\$46,941	\$51,289	\$56,146	\$58,090
H	\$39,031	\$41,801	\$45,736	\$48,559	\$53,062	\$58,074	\$60,086
<i>For employees hired BEFORE January 1, 2007:</i>							
I	\$37,747	\$40,424		\$46,941	\$51,289	\$56,146	\$58,090
J	\$39,031	\$41,801		\$48,559	\$53,062	\$58,074	\$60,086
K	\$40,362	\$43,218		\$50,205	\$54,888	\$60,071	\$62,152
L	\$41,739	\$44,793		\$51,935	\$56,776	\$62,136	\$64,292
M	\$43,163	\$46,234		\$53,731	\$58,716	\$64,275	\$66,505
N	\$44,638	\$47,817		\$55,577	\$60,739	\$66,489	\$68,796
O	\$46,162	\$49,422		\$57,486	\$62,835	\$68,781	\$71,168
P	\$47,742	\$51,123		\$59,456	\$64,984	\$71,150	\$73,623

8.02 Effective December 19, 2011, each employee shall be entitled to a three percent (3%) base wage increase. The annual salary and compensation for the positions covered by this Exhibit are as follows:

Step	Dept Sec	B & Z Insp I		B & Z Insp II		Asst Muni	
		Admin Asst	Tax Spec	Eng Tech	Accountant	Engineer	Pros
For employees hired AFTER January 1, 2007:							
A	\$31,829	\$34,071	\$37,139	\$39,533	\$43,176	\$47,244	\$48,874
B	\$32,904	\$35,226	\$38,420	\$40,879	\$44,648	\$48,860	\$50,546
C	\$34,020	\$36,421	\$39,747	\$42,272	\$46,174	\$50,533	\$52,278
D	\$35,173	\$37,659	\$41,120	\$43,714	\$47,752	\$52,264	\$54,070
E	\$36,366	\$38,938	\$42,540	\$45,207	\$49,386	\$54,056	\$55,926
F	\$37,601	\$40,265	\$44,011	\$46,751	\$51,077	\$55,910	\$57,845
G	\$38,879	\$41,637	\$45,533	\$48,349	\$52,828	\$57,830	\$59,833
H	\$40,202	\$43,055	\$47,108	\$50,016	\$54,654	\$59,816	\$61,889
For employees hired BEFORE January 1, 2007:							
I	\$38,879	\$41,636		\$48,349	\$52,828	\$57,830	\$59,833
J	\$40,202	\$43,055		\$50,016	\$54,654	\$59,816	\$61,889
K	\$41,573	\$44,515		\$51,711	\$56,535	\$61,873	\$64,017
L	\$42,992	\$46,137		\$53,493	\$58,479	\$64,000	\$66,221
M	\$44,458	\$47,621		\$55,343	\$60,477	\$66,203	\$68,500
N	\$45,977	\$49,252		\$57,244	\$62,561	\$68,484	\$70,860
O	\$47,547	\$50,905		\$59,211	\$64,720	\$70,844	\$73,303
P	\$49,174	\$52,657		\$61,240	\$66,934	\$73,285	\$75,832

8.03 Not later than sixty (60) days after the passage of this ordinance, each employee shall receive a one percent (1%) lump sum payment, not includable in the base wage.

8.04 Building and Zoning Inspectors I & II, Engineering Technician and Engineer shall be entitled to reimbursement for the purchase of footwear limited to one hundred fifty dollars (\$150.00) per year. Required repairs to approved footwear shall be reimbursed. The color and style of footwear, as well as reimbursement for approved footwear replacement or repair, shall be subject to the prior approval by the appropriate Director. (Moved from Section 24 – Lump Sum Payments)

DURATION, REPEAL, AND CONFLICTS

SECTION 9

9.01 Any ordinance, resolution, or part thereof pertaining to the subjects treated in this Exhibit and which are inconsistent therewith be, and they hereby are, repealed to the extent so inconsistent.

9.02 This Exhibit supersedes, cancels, and repeals all previous methods of calculating compensation; verbal, written, or based on alleged past practices between the City and its employees, or representatives of employees, and constitutes the entire method for calculation of employee compensation.

9.03 It is hereby determined that the provisions of this Exhibit, relative to salaries and compensation for certain Managerial and Supervisory employees, shall remain in full force without change or amendment from and after the effective dates hereof through, at least, December 31, 2012; provided however, should an amendment or amendments be required prior to said date, that affected employees and/or their representatives will meet and discuss such amendments before enactment of amending legislation.

9.04 If any provision of this Exhibit, or any application of the provisions of this Exhibit, conflict with federal or state laws or rulings, now or hereafter enacted or issued, such provisions or applications shall be inoperative; however, the remaining provisions hereof shall remain in effect.

In the event such a provision, ruled inoperative, shall adversely alter the established salaries or methods of calculating additional compensation for employees, representatives of the City will meet, within thirty (30) days, with employees, or representatives of employees, to discuss an amendment or amendments to replace the inoperative provision.

ORDINANCE NO. 183 - 2011

ESTABLISHING SALARIES AND COMPENSATION OF ADMINISTRATIVE SUPPORT EMPLOYEES OF THE CITY OF MAUMEE, ESTABLISHING TIMES AND MANNER OF PAYMENT THEREOF, AND OTHER EMPLOYEE BENEFITS AND RELATED MATTERS, REPEALING CERTAIN ORDINANCES AS APPLIED TO EMPLOYEES OF THE CITY OF MAUMEE AND DECLARING AN EMERGENCY.

WHEREAS, Council has directed the Administration to review the ordinance establishing salaries and benefits for certain employees; and

WHEREAS, the Administration was further directed to receive suggestions for modifications of such ordinance from Administrative Support employees of the City of Maumee; and

WHEREAS, the Administration recommends modifications in the existing ordinance;

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Maumee, Ohio, that:

SECTION 1. The salaries, compensation, benefits and terms of employment for Administrative Support employees of the City of Maumee be established as set forth in Exhibit "A", a copy of which is attached hereto and made a part hereof as though fully rewritten herein.

SECTION 2. Any and all ordinances in conflict with the express provisions of said Exhibit "A" are superseded by this Exhibit "A".

SECTION 3. It is hereby 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 all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the City of Maumee, Ohio. Such necessity exists by reason of the fact that in order to facilitate payment of compensation to certain employees of the City, the foregoing Ordinance is required at the earliest possible time, wherefore, this Ordinance shall take effect and be in force from and after its passage.

Vote on emergency clause: Yeas 5 Nays 0
Passed as an emergency measure: December 23, 2011.



Mayor.

ATTEST:



Municipal Clerk.

Approved as to form:



Law Director.