

**CITY OF MAUMEE**  
**SALARIES, COMPENSATION, BENEFITS, TERMS**  
**AND CONDITIONS OF EMPLOYMENT OF**  
**DEPARTMENT DIRECTORS**

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**SALARIES, COMPENSATION, BENEFITS, TERMS AND CONDITIONS OF EMPLOYMENT OF DEPARTMENT DIRECTORS:**

1. ADMINISTRATOR-DIRECTOR OF PUBLIC SAFETY
2. DIRECTOR OF PUBLIC SERVICE
3. FINANCE DIRECTOR - MUNICIPAL CLERK

**HOURS OF WORK**

**SECTION 1**

1.01 The hours of work for Directors shall be eighty (80) hours per pay period.

1.02 Subject to prior approval by the Mayor, 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 the *Employee Handbook – Retirement / Resignation Benefits* 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 Effective January 1, 2007, each Director, provided that such Director has completed ninety (90) calendar days employment with the City of Maumee, shall be included in a group life insurance program containing convertibility rights upon termination of service in an amount equal to the base annual salary with a minimum face value of \$50,000, rounded to the nearest thousand dollars with a minimum face value of \$50,000, on January 1st of each year and an accidental death and dismemberment clause of an amount equal to face value.

2.03 The amount of coverage, as provided in Section 2.02 above, shall be reduced pursuant to the contract of the group life insurance program in effect for those Directors 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 Directors hired as an employee of the City 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.

**PAYROLL YEAR, PAY PERIODS, AND PAY DATES**

**SECTION 4**

4.01 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

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

Effective on December 19, 2011, this section will be modified to reflect the direct deposit of employee payroll checks, with Monday designated as the pay date for salaries and compensation due Directors.

The City will give 30 days advance notice of the implementation of this provision.

**BASE SALARY**

**SECTION 5**

5.01 The base salaries for the positions covered by this Exhibit shall be calculated on the basis of two thousand eighty (2080) hours in pay status equaling the herein listed annual salaries.

**SALARY / COMPENSATION**

**SECTION 6**

6.01 The compensation of the Administrator-Director of Public Safety, the Director of Public Service, and the Director of Finance-Municipal Clerk shall be administered as follows:

- (1) Salary ranges established herein reflect the proper relationship to ranges of comparable jobs in the public sector and to the ranges of comparable and subordinate positions in the City. The range allows actual compensation to reflect the various levels of contribution anticipated of incumbents of differing skill levels.
- (2) The Mayor, in conjunction with the Finance Committee of Council, shall establish the salaries of the Directors. Those salaries shall reflect the level of contribution of the incumbent in carrying out the function of the position. The Mayor and the Finance Committee shall review the salaries of the incumbents prior to the following dates:

December 19, 2011

December 17, 2012

6.02 The salary range of the Directors shall be:

	MINIMUM	MAXIMUM
ADMINISTRATOR / SAFETY DIRECTOR	\$ 65,000	\$ 100,500
DIRECTOR OF PUBLIC SERVICE	\$ 65,000	\$ 109,500
FINANCE DIRECTOR / MUNICIPAL CLERK	\$ 65,000	\$ 91,000

**DURATION, REPEAL, AND CONFLICTS**

**SECTION 7**

7.01 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.

7.02 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.

7.03 It is hereby determined that the provisions of this Exhibit, relative to salaries and compensation for Department Directors, 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 Directors and City Council may meet and discuss such amendments before enactment of amending legislation.

7.04 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 Directors, representatives of the City will meet, within thirty (30) days, to discuss an amendment or amendments to replace the inoperative provision.

ORDINANCE NO. 185 - 2011

ESTABLISHING SALARIES AND COMPENSATION OF DEPARTMENT DIRECTORS 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

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 Department Directors 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".

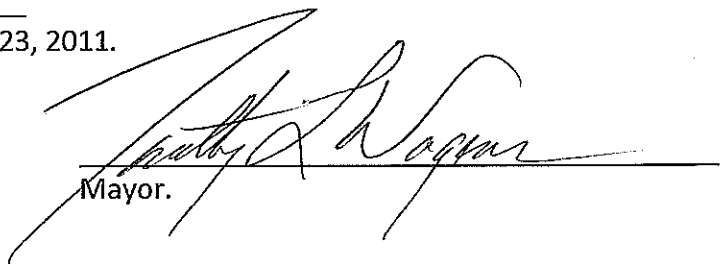
SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were 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.

ATTEST:

  
\_\_\_\_\_  
Municipal Clerk.

  
\_\_\_\_\_  
Mayor.

Approved as to form:

  
\_\_\_\_\_  
Law Director.