

**CITY OF MAUMEE**  
**SALARIES, COMPENSATION, BENEFITS, TERMS**  
**AND CONDITIONS OF EMPLOYMENT OF**  
**MANAGEMENT AND SUPERVISORY PERSONNEL**

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**SALARIES, COMPENSATION, BENEFITS, TERMS AND CONDITIONS OF EMPLOYMENT OF  
MANAGEMENT AND SUPERVISORY PERSONNEL:**

1. CHIEF OF FIRE
2. CHIEF OF POLICE
3. COMMISSIONER OF PUBLIC SERVICE
4. BUILDING & ZONING INSPECTOR
5. MUNICIPAL PROSECUTOR
6. ASSISTANT FINANCE DIRECTOR - COMMISSIONER OF HUMAN RESOURCES
7. LIEUTENANT – POLICE DIVISION
8. CHIEF OF BUREAU OF AMBULANCE & EMERGENCY SERVICE
9. CHIEF OF BUREAU OF FIREFIGHTING
10. CHIEF OF BUREAU OF FIRE PREVENTION
11. COMMISSIONER OF TAXATION
12. ASSISTANT CHIEF OF EMERGENCY SERVICES
13. SUPERINTENDENT OF PUMPING & DISTRIBUTION
14. SUPERINTENDENT OF WASTE WATER PUMPING & COLLECTION
15. SUPERVISOR – DEPARTMENT OF PUBLIC SERVICE
16. ASSISTANT SUPERVISOR – DEPARTMENT OF PUBLIC SERVICE
17. ASSISTANT SUPERINTENDENT OF WASTE WATER PUMPING & COLLECTION
18. ASSISTANT SUPERINTENDENT OF PUMPING & DISTRIBUTION
19. SUPERVISOR OF UTILITY BILLING

**HOURS OF WORK**

**SECTION 1**

1.01 The hours of work for covered employees eligible for overtime compensation shall be eight (8) hours per day, five (5) days per week, and fifty-two (52) weeks per year.

1.02 The hours of work for covered employees not eligible for overtime compensation by Section 13.01 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 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, all covered employees, provided that such employees have 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 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**

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

- (1) All covered employees, hired on or before January 9, 1983, shall be entitled to longevity pay in the following amount: three-eighths of one percent (0.375%) for each calendar year of service calculated at the annual base salary as of December 31st; provided however, that no such longevity pay shall be made until the employee has completed a minimum of six (6) calendar years of continued service. Effective with the January 2009 payment for calendar year 2008, the maximum amount of longevity pay per individual shall be frozen at that level for all longevity payments made in the future.
- (2) 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.

3.03 Effective with the January 2009 payment of longevity for the 2008 service year, the amount of longevity calculated pursuant to Section 3.01(1), above, will be frozen at that level for future years. Upon the conclusion of the employment of the last employee covered thereunder, Section 3.01(1) shall cease to have any force and effect.

### OVERTIME COMPENSATION

#### **SECTION 4**

4.01 If approved by the Department Head, all covered employees of the City except the Chief of Police, Chief of Fire, Building & Zoning Inspector, Commissioner of Public Service, Commissioner of Taxation, Assistant Director of Finance, Commissioner of Human Resources, and 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.

4.02 For purposes of this Section, "regular shift" shall mean the eight (8) hour work day to which the employee is regularly scheduled to work; "full shift" shall mean eight (8) consecutive hours of duty; "continuous time" shall begin when the employee starts to work and shall not be deemed interrupted by a lunch period or rest period; and "callout hours" shall mean unscheduled overtime only and does not include meetings, travel, or any other events which have been scheduled in advance. Such compensation for unscheduled hours in addition to base pay, shall be as follows:

- (1) Through December 18, 2011, for the first four (4) hours of 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, of continuous time after the employee has worked a full shift, at the rate of fifty percent (50%) of base pay;

As of December 19, 2011, for all hours during 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, of continuous time after the employee has worked a full shift, at the rate of fifty percent (50%) of base pay, except as set forth below;

- (2) Through only December 18, 2011, for all hours of continuous time thereafter, until the beginning of an employee's next regular shift, at the rate of one hundred percent (100%) of base pay;
- (3) Through only December 18, 2011, for all hours of continuous time after an employee has worked the second regular shift, at the rate of one hundred percent (100%) of base pay;
- (4) Through only December 18, 2011, for all scheduled hours worked from 12:00 a.m. Saturday until 12:00 a.m. Sunday at the rate of fifty percent (50%) of base pay, except that all continuous time after eight (8) hours on Saturday shall be at the rate of one hundred percent (100%) of base pay;

- (5) For all hours from 12:00 a.m. 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;
- (6) For Fire Division employees who are members of the Maumee Volunteer Fire Division or City Ambulance Squad who respond to fire runs, squad runs or participate in drills, cleanups or training when off duty, pay shall be at the rate of fifty percent (50%) of base pay for the minimum of one hour or for the amount of time actually in service, rounded to the next quarter hour, whichever is greater.

4.03 Supervisory employees who are eligible for overtime compensation by Section 4.01 above and are not members of the Fire Division shall receive said overtime compensation for no less than two hours (2) when called out with the approval of an employee's Department Head for duty not scheduled in advance or not abutting or overlapping their scheduled duties; provided however, that all subsequent callouts for such employee which fall within two hours (2) of the first callout be counted as a part thereof.

4.04 Supervisory employees who are eligible for overtime compensation by Section 4.01 above and are members of the Fire Division shall receive said overtime compensation for no less than three (3) hours when called out with the approval of an employee's Department Head for duty not scheduled in advance or not abutting or overlapping their scheduled duties; provided however, that all subsequent callouts for such employee which fall within three (3) hours of the first callout be counted as a part thereof.

4.05 The Fire Chief, Paragraph (1) above notwithstanding shall receive, in addition to base pay, compensation at the rate of fifty percent (50%) of base pay for all firefighting or investigative hours worked during unscheduled hours; provided however, in addition to base pay, one hundred percent (100%) of base pay for all non-scheduled firefighting or investigative hours worked on Sundays and all hours worked on holidays, as defined in the *Employee Handbook - Holidays*.

4.06 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 if the daily overtime meets or exceeds eight (8) hours, may be split equally between pay and compensatory time to the nearest whole hour.
- (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.

4.07 Department of Public Service Supervisors and Assistant Supervisors shall be allowed a four (4) hour rest period after working sixteen (16) consecutive clock hours upon being appropriately relieved. The rest period may be extended to a maximum of eight (8) hours at the option of the employee upon being appropriately relieved.

Upon completion of the rest period, the employee shall report back to his regularly scheduled shift, or may elect to return for additional overtime duty as appropriate. If pursuant to this section, the Supervisor or Assistant Supervisor is off for a portion of his regular shift, such employee will receive straight time wages for the portion of the shift that is the mandatory rest period and will be required to use available leave time to cover the rest period for any time exceeding four (4) hours.

#### **ADDITIONAL COMPENSATIONS**

##### **SECTION 5**

5.01 The Municipal Prosecutor shall be paid a weekly stipend of one hundred dollars (\$100.00) when carrying a City issued cell phone / pager or when on on-call status in the event that a City issued cell phone / pager is not issued.

5.02 The employee of the Fire Division covered by this ordinance who is on-call for silent fire runs shall be paid a weekly stipend of one hundred dollars (\$100.00) when carrying a City issued cell phone / pager or when on on-call status in the event that a City issued cell phone / pager is not issued. The total pager compensation paid to Fire Division employees shall not exceed one hundred dollars (\$100.00) per week.

5.03 The employees of the Service Department covered by this ordinance who are on-call shall be paid a weekly stipend of one hundred dollars (\$100.00) when carrying a City issued cell phone / pager or when on on-call status in the event that a City issued cell phone / pager is not issued. The total pager compensation paid to Service Department employees shall not exceed three hundred dollars (\$300.00) per week.

5.04 Upon presentation of proof, the Employer shall reimburse not more than twenty-five dollars (\$25.00) to each employee Department of Public Service employee who has renewed the Commercial Driver's License (CDL), when such renewal occurs in accordance with City policy and other governmental regulations applicable to CDL renewals, and the employee is in active pay status.

For the purposes of this section a pager shall be defined as any portable wireless communication device that can be used to transmit a verbal or text message. The definition shall include but not be limited to pagers, cellular phones and a digital two-way direct connect radios.

## **EDUCATION BONUS COMPENSATION**

### **SECTION 6**

6.01 All Police Officers hired prior to July 2, 1980, except as modified by Section 15.02 below, upon completion of the basic police training course, shall receive, in addition to base pay, annual compensation in the amount of one hundred dollars (\$100.00) for each college quarter of fifteen (15) credit hours received in the following subjects: Police Science, Law Enforcement Technology, Public Safety Technology, or in other than college training, all of which must be approved by the Director of Public Safety. The term "other than college training" shall include subjects similar to those listed above and credit therefore shall be calculated on the basis of forty (40) classroom hours being the equivalent of one-point-five (1.5) credit hours. Such college or other than college training shall be at other than City expense.

6.02 The provisions of this Section shall apply and be limited to those persons who were employed as Police Officers in the Division of Police on or after July 2, 1980 who shall be eligible for the aforementioned rates of compensation for all education credits beyond the education required as a condition of their employment.

6.03 Police officers hired on or after January 1, 2009 shall not be entitled to the provisions of this section.

## **UNIFORMS**

### **SECTION 7**

7.01 Covered employees in the Division of Fire and Division of Police shall receive a general uniform issue as recommended by the Chief of Fire or Chief of Police and approved by the Director of Public Safety at the time of employment. Items of general uniform issue shall be replaced as needed subject to the approval for such replacement by the Director of Public Safety.

7.02 Covered employees in the Division of Fire, Division of Police and Department of Public Service Supervisors and Assistant Supervisors and the Building and Zoning Inspector 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.

7.03 Fire and Police personnel shall report to duty in a clean uniform as prescribed by the appropriate Division Chief. Soiled uniforms shall be deposited in a designated area at the end of each tour of duty and the same shall be cleaned and returned at the City's expense.

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

### **SECTION 8**

8.01 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

8.02 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.

8.03 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.

8.04 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 9**

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

9.02 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 pay step.

9.03 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 9.02 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**

**SECTION 10**

*Deleted March 23, 2007*

**BASE SALARY**

**SECTION 11**

11.01 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.

**MANAGEMENT AND SUPERVISORY RANGES**

**SECTION 12**

12.01 All covered employees below the Directors are hereby placed in a salary range for purposes of determining the rate of compensation. The ranges are as follows:

- RANGE I                    Supervisor of Utility Billing
  
- RANGE II                 Assistant Supervisor – Department of Public Service  
                                 Assistant Superintendent of Pumping & Distribution  
                                 Assistant Superintendent of Waste Water Pumping & Collection
  
- RANGE III                Supervisor – Department of Public Service  
                                 Superintendent of Pumping & Distribution  
                                 Superintendent of Waste Water Pumping & Collection  
                                 Assistant Chief of Emergency Services
  
- RANGE IV                Chief of Bureau – Fire Division  
                                 Lieutenant – Police Division  
                                 Commissioner of Taxation
  
- RANGE V                 Commissioner – Department of Public Service  
                                 Building & Zoning Inspector  
                                 Chief of Fire  
                                 Chief of Police  
                                 Municipal Prosecutor  
                                 Assistant Finance Director – Commissioner of Human Resources

**SALARY / COMPENSATION**

**SECTION 13**

13.01 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	Range I	Range II	Range III	Range IV	Range V
<i>For employees hired AFTER January 1, 2007:</i>					
<b>A</b>	\$34,710	\$38,374	\$44,133	\$50,751	\$60,704
<b>B</b>	\$35,924	\$39,718	\$45,678	\$52,527	\$62,829
<b>C</b>	\$37,181	\$41,108	\$47,277	\$54,366	\$65,028
<b>D</b>	\$38,483	\$42,546	\$48,931	\$56,268	\$67,304
<b>E</b>	\$39,830	\$44,035	\$50,644	\$58,238	\$69,659
<b>F</b>	\$41,223	\$45,577	\$52,417	\$60,276	\$72,098
<b>G</b>	\$42,667	\$47,172	\$54,251	\$62,386	\$74,621
<b>H</b>	\$44,259	\$48,884	\$56,217	\$64,650	\$77,327

**For employees hired BEFORE January 1, 2007:**

I	\$42,667	\$47,172	\$54,251	\$62,386	\$76,113
J	\$44,159	\$48,884	\$56,217	\$64,650	\$77,327
K	\$45,705	\$50,655	\$58,256	\$66,994	\$80,130
L	\$47,306	\$52,494	\$60,368	\$69,423	\$83,039
M	\$48,960	\$54,400	\$62,560	\$71,941	\$86,049
N	\$50,675	\$56,372	\$64,827	\$74,553	\$89,172
O	\$52,448	\$58,415	\$67,178	\$77,255	\$92,405
P	\$54,283	\$60,534	\$69,613	\$80,056	\$95,758

13.02 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	Range I	Range II	Range III	Range IV	Range V
<b>For employees hired AFTER January 1, 2007:</b>					
A	\$35,751	\$39,525	\$45,457	\$52,274	\$62,525
B	\$37,002	\$40,910	\$47,048	\$54,103	\$64,714
C	\$38,296	\$42,341	\$48,695	\$55,997	\$66,979
D	\$39,637	\$43,822	\$50,399	\$57,956	\$69,323
E	\$41,025	\$45,356	\$52,163	\$59,985	\$71,749
F	\$42,460	\$46,944	\$53,990	\$62,084	\$74,261
G	\$43,947	\$48,587	\$55,879	\$64,258	\$76,860
H	\$45,484	\$50,351	\$57,904	\$66,590	\$79,647
<b>For employees hired BEFORE January 1, 2007:</b>					
I	\$43,947	\$48,587	\$55,879	\$64,258	\$78,860
J	\$45,484	\$50,351	\$57,904	\$66,590	\$79,647
K	\$47,076	\$52,175	\$60,004	\$69,004	\$82,534
L	\$48,725	\$54,069	\$62,179	\$71,506	\$85,530
M	\$50,429	\$56,032	\$64,437	\$74,099	\$88,630
N	\$52,195	\$58,063	\$66,772	\$76,790	\$91,847
O	\$54,021	\$60,167	\$69,193	\$79,573	\$95,177
P	\$55,911	\$62,350	\$71,701	\$82,458	\$98,631

13.03 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.

**DURATION, REPEAL, AND CONFLICTS**

**SECTION 14**

14.01 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.

14.02 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.

14.03 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.

14.04 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. 184 - 2011

ESTABLISHING SALARIES AND COMPENSATION OF MANAGEMENT AND SUPERVISORY 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 Management and Supervisory 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 Management and Supervisory 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 by:

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