

ORDINANCE NO. 115-17

AN ORDINANCE AMENDING SECTIONS 31.04 (B) AND (G), 31.05, AND 31.15(A)(4) OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO VARIOUS DEPARTMENTS.

WHEREAS: Section **31.04(B) Water Treatment Operator and 31.04(G) Police Communication Supervisor - Special Regulations** of the Salaries and Benefits Code of the City of Medina, are no longer fillable positions for the Water Department and the Police Department and therefore shall be removed from these sections and the sections renumbered.

WHEREAS: Section **31.05** of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to the Finance Department:

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Finance	Sec. 31.01	Elected
1	Deputy Director of Finance	15 A-F	Unclassified/appointed by Dir. of Finance, confirmed by Council
1	Assistant Deputy Director of Fin*	22F	Unclassified
1	Payroll Clerk	9 A-F	Subject to Civil Service Rule IIIA
1	Utility Billing Clerk	8 A-F	Subject to Civil Service Rule IIIA
1	Account Clerk II (A/P)	5 A-F	Classified
1	Account Clerk II (Cashier)	5 A-F	Subject to Civil Service Rule IIIA
1	Clerk (part-time)	Sec. 31.02(B)(3)	Part-time

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WHEREAS: Section **31.15 (A)(4)** of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to Travel and Education Benefits:

4. All approved expense reports shall be paid within ten (10) days after submission to the Finance Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section **31.04 Special Regulations** of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows:

SECTION 31.04 SPECIAL REGULATIONS

(A) There is hereby granted a thirty-five cent (35¢) hourly pay differential for employees assigned to working the second and third shifts.

(B) Payment of an extra employee for training purposes shall be permitted for a period not to exceed four (4) weeks. The pay for that period shall be at Step "A" of the current grade for that position or of the pay grade immediately below. The aforesaid four week training period shall not occur during an existing employee's vacation time. If an out-going employee chooses to use earned benefits to complete their employment after the training period; both employees may be paid. (Ord. 80-12)

The Director of Finance is authorized to extend the training period for the position of Deputy Director of Finance for a period not-to-exceed twelve weeks. The pay for that period shall be at Step "A" of the current grade for that position or of the pay grade immediately below. (Ord. 132-06)

(C) The Clerk of Council, upon obtaining certification by the International Institute of Municipal Clerks, shall be entitled to be advanced to the appropriate pay grade and classification, in accordance with Section 31.08(D), upon the approval and recommendation of Council.

(D) Any non-Motor Equipment Operator who has the proper licensing as required by the State of Ohio and who is assigned as a Motor Equipment Operator for at least one shift, shall receive additional compensation of 5% of his base pay for the hours worked as a Motor Equipment Operator.

(E) The assignment of city vehicles to non-police and fire employees for personal use shall be approved by City Council each year as a part of the budget process. The value received by employees shall be treated in a manner prescribed by the Internal Revenue Service.

(F) Similar to the pension pick-up offered to bargaining unit employees of the Police Department, the City will pay the deferred pension to those holding the positions of Police Chief and Lieutenant(s) effective January 1, 1999. ~~and Police Communications/Records Supervisor effective April 30, 2005.~~

(G) That Greg Huber, Law Director (part-time) shall be paid the salary of Assistant Prosecutor for the period of time he performs those duties and responsibility in addition to his normal duties of Law Director. The pay shall be designated by an asterisk (*) in Section 31.05 and shall be retroactive to February 8, 2010. (Ord. 41-10)

(H) The Tree Care Technician, upon obtaining certification from the International Society of Arboriculture as Certified Arborist, shall be entitled to an increase of 7% above the normal rate of pay for the position as designated in Section 31.05. Such advancement shall commence with the first pay period following the receipt of said certification and upon the recommendation and approval of the Parks Director. The employee must provide proof of continuing education credits when earned. (Ord. 98-17)

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SEC. 2: That Section **31.05** of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read in part as follows, pertaining to the Finance Department:

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>	<u>Classified Service</u>
1	Director of Finance	Sec. 31.01	Elected
1	Deputy Director of Finance	15 A-F	Unclassified/appointed by Dir. of Finance, confirmed by Council
1	Assistant Deputy Director of Fin*	22F	Unclassified
1	Payroll Clerk	9 A-F	Subject to Civil Service Rule IIIA
1	Utility Billing Clerk	8 A-F	Subject to Civil Service Rule IIIA
1	Account Clerk II (A/P)	5 A-F	Classified Unclassified
1	Account Clerk II (Cashier)	5 A-F	Subject to Civil Service Rule IIIA Classified
1	Clerk (part-time)	Sec. 31.02(B)(3)	Part-time

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SEC. 3: That Section 31.15 (A)(4) of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended to read as follows, pertaining to the Finance Department:

4. All approved expense reports shall be paid within ~~ten (10)~~ **thirty (30)** days after submission to the Finance Department. (**Ord. 115-17**)

SEC. 4: That it is 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 the law.

SEC. 5: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: August 28, 2017

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: August 29, 2017

SIGNED: Dennis Hanwell
Mayor