169.05 TEMPORARY EMPLOYEES.

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169.02 COMPENSATION; PAY PERIODS.

(a) Council finds that a uniform payday and pay period would be conducive to the promotion of better relations and conditions among municipal employees.

(b) All employees who are compensated on an hourly basis shall be paid on every other Friday.

(c) Except as set forth in Ordinance No. 60-19 passed November 12, 2019 all employees who are compensated on a yearly basis shall be paid on a twenty-six pay period per year basis. The pay period of all salaried employees shall be determined by dividing the annual salary into twenty-six equal parts and paying one twenty-sixth on every other Friday.

(d) The Mayor, members of Council, Magistrate, and Civil Service Secretary are specifically exempt from the provisions of this section.

(e) The Director of Finance is hereby directed and authorized to pay employees in conformity with the provisions of this section. These provisions shall neither increase nor diminish any salary or hourly rate of pay.

(Ord. 54-20. Passed 11-24-20.)

169.03 HOLIDAYS.

(a) Fire Chief.

(1) The Fire Chief shall receive the following economic benefits as set forth in collective bargaining agreement between the City of Sheffield Lake and the union representing the full-time employees in the Sheffield Lake Fire Department, presently the International Association of Firefighters, (“Union”): Holidays, Vacation, Sick Leave, Longevity, Funeral/Bereavement Leave, Jury Duty Pay, Clothing Allowance and Sick Leave Bonus.

(2) The Fire Chief shall be entitled to participate in the City’s Health Insurance Plan and shall contribute the employee’s share as set forth in the collective bargaining agreement between the City of Sheffield Lake and the Union.

(3) The Fire Chief shall receive any percentage increases to annual pay as received by the Lieutenants in the Fire Department pursuant to the collective bargaining agreement between the City of Sheffield Lake and the Union.

(b) Police Chief.

(1) The Police Chief shall receive the following economic benefits as set forth in the collective bargaining agreement between the City of Sheffield Lake and the union representing the full-time employees in the Sheffield Lake Police Department, presently the Ohio Patrolman’s Benevolent Association (“Union”): Holidays, Vacation, Sick Leave, Longevity, Funeral/Bereavement Leave, Jury

Duty Pay, Clothing Allowances and Sick Leave Bonus.

(2) The Police Chief shall be entitled to participate in the City's Health Insurance Plan and shall contribute the employee share as set forth in the collective bargaining agreement between the City of Sheffield Lake and the Union.

(3) The Police Chief shall receive any percentage increases to annual pay as received by the Sergeants in the Police Department pursuant to the collective bargaining agreement between the City of Sheffield Lake and the Union.

(c) Director of Finance and Director of Public Service.

(1) The Director of Finance and Director of Public Service shall receive the following economic benefits as set forth in the collective bargaining agreement between the City of Sheffield Lake and the union representing the full-time employees in the Sheffield Lake Service Department, presently the American Federation of State County and Municipal Employees ("Union"): Holidays, Vacation, Sick Leave, Longevity, Funeral/Bereavement Leave, Jury Duty Pay, Clothing Allowance and Sick Leave Bonus.

(2) The Director of Finance and Director of Public Service shall be entitled to participate in the City's Health Insurance Plan and shall contribute the employee share as set forth in the collective bargaining agreement between the City of Sheffield Lake and the Union.

(3) The Director of Finance and Director of Public Service shall receive any percentage increases to annual pay as received by the full-time employees in the Service Department pursuant to the collective bargaining agreement between the City of Sheffield Lake and the Union.

(d) Clerk of Council and Full-Time Building Inspector.

(1) The Clerk of Council and Full-Time Building Inspector shall receive the following economic benefits as set forth in the collective bargaining agreement between the City of Sheffield Lake and the Union representing the full-time employees in the Sheffield Lake Service Department, presently the American Federation of State County and Municipal Employees ("Union"): Holidays, Vacation, Sick Leave, Longevity, Funeral/Bereavement Leave, Jury Duty Pay, Clothing Allowance and Sick Leave Bonus.

(2) The Clerk of Council and Full-Time Building Inspector shall be entitled to participate the City's Health Insurance Plan and shall contribute the employee share as set forth in the collective bargaining agreement between the City of Sheffield Lake and the Union.

(3) The Clerk of Council and Full-Time Building Inspector shall receive any percentage increases to annual pay as received by the full-time employees in the Service Department pursuant to the collective bargaining agreement between the City of Sheffield Lake and the Union.

(Ord. 54-20. Passed 11-24-20.)

169.04 OVERTIME COMPENSATION.

(a) All full-time employees, except full-time administrative employees including but not necessarily limited to the Director of Finance, the Chief of Police, the Chief of the Fire Department and the Service Director who work forty hours per week for the City shall receive either compensatory time off, or an amount equal to one and one-half time the regular hourly wage for every extra hour of work over the minimum forty hours required. All full-time administrative employees including but not necessarily limited to the Director of Finance, the Chief of Police, the Chief of the Fire Department and the Service Director shall receive compensatory time off for any time worked in excess of the minimum requirement, rather than being compensated monetarily, unless the Mayor specifically authorized monetary compensation.

(b) Notwithstanding the foregoing, the Full-Time Building Inspector, and Clerk of Council, shall receive an amount equal to one and one-half times their regular hourly wage for every hour of

work over forty hours per week.
(Ord. 54-20. Passed 11-24-20.)
169.05 TEMPORARY EMPLOYEES.
(a) The department directors are hereby authorized to employ persons who shall not be part of the classified service and who are not subject to the job evaluation ordinance, as the same is enacted from time to time, on an hourly wage basis. Such temporary employees shall be compensated on an hourly basis for an amount not less than that prescribed by minimum wage laws and statutes as provided by the State of Ohio and the United States Government and no more than the lowest rate as provided for similar classification within the job evaluation ordinance.
(b) In employing such persons the tenure of such employment shall not exceed one year and such employment may be considered when such employee is considered for employment under the job evaluation ordinance.
(c) In employing such persons the compensation paid to such employees shall be that from the funds provided the various departments and the department director shall determine from which fund or funds such employment will be paid.
(Ord. 54-20. Passed 11-24-20.)
169.06 DISCLOSURE OF CONFIDENTIAL INFORMATION.
(a) No employee or official of the City shall disclose any confidential information concerning any resident or taxpayer of the City to anyone not entitled to have such information.
(b) Council instructs and directs all employees and officials of the City, insofar as Council is able to do so, not to disclose without just cause any confidential information to any individual or other entity.
(Ord. 54-20. Passed 11-24-20.)
169.07 EQUAL EMPLOYMENT OPPURTUNITY.
(a) The City is committed to equal opportunity and participation of all its employees and applicants for employment consistent with applicable Federal, State and local laws. In order to ensure that each employee and applicant will be accorded equal treatment with respect to all terms, conditions and privileges of employment, including recruitment, selection, placement and opportunities for advancement, the City reaffirms its policy of equal opportunity and is hereby undertaking an Affirmative Action Plan applicable to all levels of the City government to ensure that all employment, promotion and governmental decisions are made without regard to race, color, creed, sex, national origin, marital status, or political affiliation or beliefs. Further the City is committed to make reasonable accommodations to the limitations of qualified handicapped persons and to extend employment opportunities to such persons taking into account the needs of the City, the financial costs to the City and all other relevant factors relating to the employment of qualified handicapped persons.
(b) The Finance Director shall be and shall have the authority to carry out the duties and responsibilities of the Equal Opportunity Officer for the City.
(Ord. 54-20. Passed 11-24-20.)
169.08 PART-TIME EMPLOYEE SICK LEAVE.
(a) Hourly part-time employees of the City of Sheffield Lake shall accumulate sick leave as set forth at Ohio R.C. Section 124.38.
(b) Hourly part-time employees of the City of Sheffield Lake with twenty or more years of continuous employment with the City shall upon retirement be entitled to receive payment for unused sick leave in an amount not to exceed 500 hours of accumulated sick leave.
(Ord. 33-22. Passed 5-31-22.)

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Detected legislative history

- Ordinances of Sheffield Lake, OH
- ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- ORDINANCE NO. 116-84
- ORDINANCES OF SHEFFIELD LAKE
- Repealed)
- ords Commission
- ordinator
- Ordinance No. 60-19 passed November 12, 2019 all employees who are compensated on a yearly basis shall be paid on a twenty-six pay period per year basis
- Ord. 54-20
- ordinance, as the same is enacted from time to time, on an hourly wage basis
- ordinance. (b) In employing such persons the tenure of such employment shall not exceed one year and such employment may be considered when such employee is considered for employment under
- ordinance. (c) In employing such persons the compensation paid to such employees shall be that from the funds provided the various departments and the department director shall determine f
- order to ensure that each employee and applicant will be accorded equal treatment with respect to all terms, conditions and privileges of employment, including recruitment, selection,
- Ord. 33-22
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