

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:**

The following position title in (2) below takes effect March of 2024

1. ADMINISTRATIVE ASSISTANT/MUNICIPAL CLERK
2. ADMINISTRATIVE ASSISTANT FINANCE
3. BUILDING, ELECTRICAL, PLUMBING, and MECHANICAL INSPECTORS
4. INFORMATION TECHNOLOGY TECH
5. VICTIM ADVOCATE
6. PARALEGAL

All non-exempted, covered, eligible employees shall be eligible for overtime and/or compensatory time if their hours worked exceed 40 hours in a work week as suggested in the Federal Fair Labor Standards Act (FLSA). However, designated holidays shall be considered hours worked for the purpose of calculating overtime. Generally, these employee's work hours shall be eight (8) hours per day, five (5) days per week, and fifty-two (52) weeks per year. However, there may be a time necessary when these hours may need to and may be adjusted in the best interests of the city.

The paralegal above is considered an exempt employee and as such is not eligible for overtime and/or compensatory time unless their hours worked exceed forty-five (45) hours in a work week. Unless employees were presented with and agreed to an employment contract, employment is at will. At-will means that the city may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Sometimes the city may need to change, add, cancel policies and/or benefits. We want you to know that this could happen, and that the city has the right to make changes. The only exception is that the city will not change its employment-at-will policy.

HOURS OF WORK

SECTION 1

1.01 The hours of work for covered employees shall generally be forty (40) hours per week.

1.02 Subject to prior approval, hours worked over forty (40) hours per week for non-exempt positions and forty-five (45) hours for exempt positions in any week by covered employees may be taken as time off during the next eight (8) pay periods and shall not supersede administrative work rules. Compensatory time for exempt employees shall be accrued at straight time.

SICK LEAVE

SECTION 2

2.01 Sick leave shall be defined as an absence with pay necessitated by:

(1) Illness or injury to the employee.

(2) Exposure of the employee to contagious disease communicable to other employees.

(3) The illness or injury of a member of the employee's immediate family, as defined herein, where the employee's presence is reasonably necessary.

(4) Death of a relative of an employee.

2.02 Immediate family is hereby defined, for purposes of sick leave, as:

- | | |
|------------------|-----------------|
| (1) Parent | (7) Step-child |
| (2) Step-parent | (8) Grandparent |
| (3) Sibling | (9) Grandchild |
| (4) Step-sibling | |
| (5) Spouse | |
| (6) Child | |

2.03 All covered employees who were hired on or before December 31, 2022, shall accrue sick leave at the rate of four (4) hours per pay period. All employees who were hired on or after January 1, 2023, shall accrue sick leave at a rate of three (3) hours per pay period. No employee shall accrue sick hours if their time off is otherwise unpaid, currently using sick leave and/or said time off is a condition of disciplinary action.

2.04 Sick leave shall be used in whole hours increment rounded up to the next full hour.

2.05 No payment of salaries or wages shall be made to an employee for any period of absence or sick leave unless and until approved by the Department Director and/or City Administrator. In addition, thereto, the Department Director, in any case, may require a physician's verification of such illness, injury or absence before granting approval. Any abuse of sick leave may lead to disciplinary action up to and including termination. The employer may request a licensed Medical Practitioner statement from an employee and/or take disciplinary action where there is an indication of abuse of sick leave or excessive use. The Employer may also request a medical examination by a physician of the employer's choosing. If the Employer requires a second opinion, the cost of such examination shall be paid by the city.

2.06 Any absence from duty as a result of a claimed illness or injury may be verified, during the employee's normal working hours, by an authorized representative of the city. Employees may also be eligible for FMLA for which the employee may request, or the employer may designate the leave as referenced in Section 28 of this ordinance.

2.07 A licensed medical doctor's certification may be required if sick leave is used for a workday prior or after a holiday listed in Section 5

2.08 The immediate supervisor or Department Director shall be notified before the employee's starting time for each day of absence.

2.09 Any abuse, patterned use, or falsification of reasons for use of sick leave shall be just and sufficient cause for disciplinary action up to and including termination even though no such cause is required.

2.10 For those employees hired prior to December 31, 2000, sick leave shall accrue at the rate specified herein and shall not exceed one thousand nine hundred and twenty (1,920) hours.

For those employees hired between January 1, 2001, and December 31, 2005, sick leave shall accumulate at the rate specified herein for a total not to exceed one thousand seven hundred and twenty (1,720).

For those employees hired between January 1, 2006, and December 31, 2010, sick leave shall accrue the rate specified herein for a total not to exceed one thousand five hundred and sixty (1,560) hours.

For those employees hired between January 1, 2011, and December 31, 2015, sick leave shall accrue at the rate specified herein for a total not to exceed one thousand and forty (1,040) hours.

For those employees hired on or after January 1, 2016, sick leave shall be accrued at the rate specified herein for a total not to exceed nine hundred and twenty (920) hours.

Such accumulation maximum shall include hours earned and unused while employed by the City of Maumee and any hours transferred at the time of employment from any other municipality within the State of Ohio.

Employees hired on or after January 1, 2021, shall be allowed to transfer all their accumulated unused and unreimbursed sick leave from another Ohio municipality. However, if the total combined sick leave hours total more than the above referenced limits in 2.10 then the residual over and above may be banked until the combined total falls below that amount. At which time, the banked leave can be utilized until such time the total leave bank achieves the limits above but not paid out.

2.11 Employees who transferred sick leave hours to the city shall continue to accumulate city sick leave until such time that an employee's sick leave bank reaches the maximum combined jurisdictional accumulation as per the appropriate category above.

2.12 Sick leave hours used shall be the hours last accrued.

2.13 Each employee, shall be entitled to an additional 20 bonus vacation hours if said employee fails to use any sick leave during each preceding 13 pay periods in a payroll year, provided said employee is not off work for unpaid leaves of absences and/or administrative paid or unpaid leaves related to disciplinary matters. Commencing January 1, 2025 employees shall be entitled to forty (40) bonus vacation hours if said employee fails to use any sick leave during each preceding calendar year, provided said employee is not off work for unpaid leaves of absence and/or administrative paid or unpaid leaves related to disciplinary matters. First full year shall be January 1, 2024 through December 31, 2024. Those employees hired on or after December 31, 2022, will not be eligible for bonus vacation hours.

2.14 Employees may, instead of time off, convert the vacation bonus to cash. The conversion shall be of the amount of bonus vacation earned under the above schedule. Employees must designate, each year and in writing on forms provided by the Finance Department, whether the employee desires to have bonus vacation hours in time off vacation or as pay at the employee's rate of pay in effect on December 31st of each year.

2.15 In addition to the above, an employee who has one hundred (100) hours or more of sick leave earned and unused, excluding transferred, accrued time from another jurisdiction while employed by the City of Maumee may, upon completion of a sick leave conversion form provided by the Finance

Department, request to convert the earned but unused sick leave to cash at the rate of one (1) hour of pay for two (2) hours of sick leave. Conversion of unused sick leave shall be of the sick leave accrued during the previous payroll year ending with the last full pay period. The conversion shall only apply to the hours accrued in the previous year and employees shall not be permitted to convert the hours which would place the employee's balance under one hundred (100) hours of sick leave earned and unused while employed by the City of Maumee. However, if an employee chooses the preceding payout, the number of sick leave accrual hours used for this cash conversion shall permanently reduce said employee's sick leave accrual cap referenced in section of this document by the amount of sick leave days used either annually or at separation.

2.16 Any sick leave hours not converted shall continue to be accrued subject to the limitations set forth in Section 2. Said conversion shall be made by the first pay period in February of each year for the prior payroll year's accrued sick leave designated for conversion by the employee on the form provided by the Finance Department.

2.17 An employee shall not be considered on sick leave on scheduled day(s) off and holidays unless regularly assigned to duty on such days.

2.18 At the employer's sole discretion, light duty may be required.

INJURY LEAVE

SECTION 3

3.01 In the event a covered employee is absent due to a disabling injury incurred on duty, under such circumstances as would cause such injury or disability to be compensable under the Workers' Compensation Laws of the State of Ohio, the city may pay the first 480 hours only. Employee may, if approved, receive the difference in pay if they use other city accrued sick leave bank, providing the extent of such injury or disability prevents such person from performing those duties as may be assigned and, provided further, such period shall not exceed four hundred and eighty, (480) hours. In order to be eligible, the employee must submit a City Employee Injury Report and a written statement from the attending physician or medical authority which:

- (1) Verifies the disability.
- (2) Indicates the cause of the injury.
- (3) Indicates that the employee is unable to perform the assigned duties and/or any workplace restrictions based upon job site analysis; and
- (4) States the employee's expected date of return to duty.

3.02 A written statement from the attending physician or medical authority shall be submitted by the employee to the city and shall set forth the nature of the injury and that the employee is unable to return to limited or regular duty.

3.03 In the event the Bureau of Workers' Compensation should deny any claim as not being sustained during and arising out of employment, disability pay charged to injury leave shall be charged to sick leave if the employee has enough sick days to utilize a specific claim.

3.04 In the event an employee has an insufficient number of accumulated sick leave hours to cover the number of hours charged to injury leave, a claim for which having been denied by the State of Ohio

Bureau of Workers' Compensation, said employee shall be provided an opportunity for unpaid FMLA or other unpaid leave.

3.05 If an employee returns to work prior to the expiration of the original 480 hours and then is disabled later due to the same injury incurred under the same terms and conditions as set forth in Section 3.01 above including a written statement from an attending physician or medical authority:

- (1) Verifying the disability.
- (2) Its caused by an earlier injury.
- (3) That the employee is unable to perform the assigned duties and/or any workplace restrictions based upon job site analysis, and
- (4) The date when such employee may resume performing the assigned duties.

The employee may use the unused portion of the four hundred eighty (480) hours until such remaining injury leave is exhausted.

3.06 An employee, only on an approved injury leave as set forth above, may, at the city's discretion, be required as part of a transitional work program to work or be assigned other duties or limited duty, including an alternative schedule, during the period of disability at the employee's regular rate of compensation, provided, in the opinion of a physician or medical authority, the employee is sufficiently recovered from such injury to perform the duties as assigned.

3.07 In the event of a service-connected injury while in the active discharge of duty and for which the employee is entitled to temporary total payments from the Workers' Compensation Bureau, the employee may, if approved by the City Administrator, receive his/her full pay from said employee's sick or other leave bank for a period not to exceed four hundred eighty (480) hours. On a case-by-case basis, and in the sole discretion of the Employer, such wage continuation may be continued for a period determined by the Employer.

3.08 Employees who are injured while on duty shall, as a condition of receiving injury leave, file for the Workers' Compensation benefits according to the Workers' Compensation law and regulations immediately. Such filing shall, at the city's discretion, include requests for any available temporary total compensation program designed to compensate workers for lost wages. Copies of all filings shall be submitted to the city. The employee must submit to the city all temporary total compensation which the employee receives from the Bureau of Workers' Compensation for the period the employee is receiving wages from the city for injury leave or any sick leave the employee elects to use as a result of the injury.

3.09 The requirement for reimbursement by the employee of temporary total compensation will cease at the time the city ceases injury leave payments and available sick leave is exhausted.

3.10 Injury leave shall be granted in not less than whole hours with a fraction of an hour being counted as the next full hour. No employee shall accrue leave time while off work for injury leaves or worker compensation.

BEREAVEMENT LEAVE

SECTION 4

4.01 All covered employees, will be granted up to a maximum of three (3) scheduled eight (8) hour working days of leave with pay at the affected employee's regular rate of pay to arrange and attend services of a deceased member of their immediate family as defined in Section 2.02 above and including the employee's guardian, daughter-in-law, son-in-law, brother-in-law, sister-in-law, spouse's parent, grandparent, or any relative residing in the household of the employee. Said days of leave for attendance at funerals for members of the immediate family or any relative residing in the household of the employee shall not be charged to sick leave. Employees shall be entitled to two (2) additional days if travel to the funeral is in excess of five hundred (500) one-way miles. Such bereavement leave must be used within six (6) weeks of the date of passing unless approved by the City Administrator in consultation with the appropriate Department Director. Said approval shall only be given in extenuating circumstances.

4.02 An employee may be granted additional days of bereavement upon written request to the Department appropriate Director and City Administrator to be taken as sick leave, personal leave, or vacation leave at the employee's discretion.

HOLIDAYS

SECTION 5

5.01 The following days are hereby designated as holidays, with pay, for all covered employees. Holidays, as used in this Section, shall mean eight (8) hours. To be eligible for paid holidays, employees must work, or be in pay status, the regularly scheduled working days immediately preceding and following such holiday.

New Year's Day	January 1 (if on a weekend then designate the workday following as the designated holiday).
Martin Luther King Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 (if on Saturday then designate Friday, if on Sunday then designate Monday)
Labor Day	First Monday in September
Veterans Day	November 11 (if on Saturday then designate Friday, if on Sunday then designate Monday)
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve	December 24, (if on weekend, workday immediately preceding is designated the holiday).

Christmas Day	December 25 (if on weekend, workday immediately following is designated the holiday)
New Year's Eve	December 31 (if on weekend then designate workday immediately preceding as holiday)

PERSONAL LEAVE

SECTION 6

6.01 In addition to the holidays provided for by Section 5 above, covered employees shall be afforded the ability to take personal leave at a maximum of forty (40) hours of personal leave with pay during each calendar year, provided that the employee has completed ninety (90) calendar days of employment and shall be prorated during the first year of employment. For persons hired on or after August 31, 2022 shall be afforded twenty-four (24) hours in a calendar year and personal leave available to an employee shall be prorated during the first year of employment.

6.02 Written requests for use of personal leave shall be submitted to the Department Director and must be approved before said employee is authorized to be absent from duty.

6.03 Such personal leave hours, upon approval, may be used in whole hours only with a fraction of an hour being counted as the next full hour. Personal leave hours not used within the calendar year shall not accumulate and carry over to a subsequent calendar year. Requested personal leave may be denied in the event such personal leave will unduly handicap the operation of the particular division or department.

RETIREMENT BENEFITS

SECTION 7

7.01 Upon retirement from a state or municipal retirement system, or any employee who has at least five (5) years or more of continuous service with the city, immediately prior to retirement, shall be entitled to a cash payment equal to an amount of one-half of up to each employee's maximum, earned accumulated sick leave bank as stipulated in (2.11) of this document. In no case will any employee hired prior to December 31, 2022, be paid more than a maximum of half of the accrued caps in Section 2.11 or six hundred (600) hours whichever is less, of unused sick leave earned in service to the city of Maumee to be paid at the employee's rate of pay at the time of separation. Furthermore, no employee hired after January 1, 2023, shall be paid more than a maximum of two hundred (200) hours of accumulated, unused sick leave earned in service to the City of Maumee. In order to receive the accumulated sick leave payment herein referred, an employee must provide certification or verification from a state or municipal retirement system that the employee will be either drawing retirement benefits within thirty (30) days of separation and/or verification that said employee is currently drawing a retirement from a state or municipal retirement system. Otherwise, no accumulated sick leave will be paid the employee. ONLY sick leave accumulated from the City of Maumee can be paid upon retirement.

7.02 Payout provisions of this Section shall not apply when an employee's separation of service is the result of a disciplinary action.

7.03 In addition, all employees upon separation of employment shall receive a cash payment for the employee's earned and unused vacation and compensatory time as per Section 7.01 above at the

employee's rate of pay at the time of separation. Personal leave time accruals will only be paid upon drawing a retirement from a state or municipal retirement system if said employee has at least five (5) years of continuous prior years of service with the City of Maumee.

7.04 Once an employee has submitted their resignation or retirement letter, the separation is permanent unless the City Administrator approves otherwise in writing.

7.05 To the extent an employee termination occurs as a result of termination or request for resignation, or an agreement relational to the prior two, only unused vacation will be paid as per this ordinance. Unused sick and personal hours will be forfeited.

DEATH BENEFITS

SECTION 8

8.01 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 Sections 2.10 and 7 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 provided said deceased employee was continuously employed by the city for at least five (5) continuous years prior to death.

8.02 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 on January 1st of each year, and an accidental death and dismemberment clause of an amount equal to face value.

8.03 The amount of coverage, as provided in Section 8.02 above, shall be reduced pursuant to the contract of the city's group life insurance program.

8.04 The entire premium for the group term life insurance program shall be paid by the City of Maumee on behalf of each employee who is eligible.

HOSPITALIZATION, PHYSICIAN'S SERVICES, HEALTH INSURANCE

SECTION 9

9.01 All full-time employees and the dependents of such employees shall be eligible for coverage under the city group health plan, the premiums for which shall be paid by the city, subject to the following exceptions and conditions:

- (1) Such employee has been employed by the city for thirty (30) or more calendar days.
- (2) Such employee must be considered full-time, non-seasonal, non-part-time to be eligible for coverage.
- (3) If the spouse of the employee is eligible for health care coverage, at a premium cost that which does not exceed \$250 per month with the spouse's employer for premium share, the spouse must elect coverage from their own employer and shall not be eligible for coverage herein. In order to receive healthcare coverage from the city, the alternative coverage through the spouse's employer must provide comparable coverage and specific

deductibles and copays as the City of Maumee. For example, an employee's spouse being offered, from their employer, a \$5,000 deductible plan with no HRA/HSA or portion reimbursement is not considered comparable.

- (4) Each employee seeking coverage hereunder must certify by affidavit that his or her spouse is not eligible for and does not have healthcare coverage with another employer at less than the amount referenced in Section 9.01. It is the responsibility of the employee to notify the Employer of any change in this status.
- (5) The city may provide a stipend to a Healthcare Savings Account.

9.02 The city may include dental and optical programs as a part of the employer group health plan, the cost for which shall be included as a part of the city's and employee's contribution formula set forth in Section 9.03.

9.03 The city shall make payments of such premiums for the group health plan described above in 9.01, to the extent of eighty five percent (85%) and the employee shall pay the remaining fifteen percent (15%) through automatic payroll deduction. Commencing April 1, 2022, employee's contribution share of illustrated rates, cobra rates, or premiums for health care shall be as follows:

- a) \$150.00 single/\$275.00 family coverage effective 4/1/2022. This cap expires 12/31/2022.
- b) \$175.00 single/\$300.00 family coverage effective 1/1/2023 and expiring 12/31/23.
- c) \$200.00 single/\$325.00 family coverage effective 1/1/2024 and expiring 12/31/24.
- d) 15% for single/family coverage effective 1/1/2025.
- e) No caps other than employee percentage contribution will exist effective 1/1/2025.

9.04 Employees recognize the right of the city, in its discretion, to secure alternate insurance carriers and to modify coverage which measures may be used to maintain or to lessen premium costs including cost sharing in the best interests of the city by simple motion or resolution of the city Council.

9.05 The Employer agrees to provide a "Wellness Program" for access by the employees covered by this ordinance.

VACATION LEAVE

SECTION 10

10.01 Employees hired prior to December 31, 2008 shall be entitled to vacation leave as follows:

1 through 5 years of continuous service	-	80 hours
6 through 11 years of continuous service	-	120 hours
12 through 19 years of continuous service	-	160 hours
20 through 24 years of continuous service	-	200 hours
25 or more years of continuous service	-	240 hours

Employees hired on or after January 1, 2009, to December 31, 2020, shall be entitled to vacation leave as follows:

1 through 5 years of continuous service	-	80 hours
6 through 11 years of continuous service	-	120 hours
12 through 19 years of continuous service	-	160 hours
20 or more years of continuous service	-	200 hours

Employees hired on or after January 1, 2021, shall be entitled to vacation leave as follows:

1 through 5 years of continuous service	-	80 hours
6 through 11 years of continuous service	-	120 hours
12 or more years of continuous service	-	160 hours

10.02 Covered employees may have any prior service or experience with other employers, political subdivisions, special districts of the State of Ohio, or the State of Ohio recognized as continuous service for purposes of accrual of vacation leave unless granted and authorized by the Mayor or his or her designee. The Mayor or the City Administrator shall have the authority to grant additional vacation and benefits to accommodate experience and education. For purposes of this section hired means hired as a full-time employee. Part-time or volunteer service "hire date" shall not be utilized to determine hire date for purposes accruals.

10.03 Continuous service for purposes of the accrual of vacation leave of any employee shall not be deemed to have been interrupted by any period during which such employee was absent from employment on duly authorized paid leave or on any other absence from duty without pay for less than fifteen (15) days granted by the appropriate Department Director and the City Administrator. Continuous service will be deemed interrupted, and no compensatory or vacation time shall be accrued for the time that an employee is on administrative leave for a disciplinary matter or paid or unpaid administrative leave for other than an on-duty injury or duly processed medical leave.

10.04 Vacation leave shall accrue, as set forth in Section 10.01 above, for each completed full pay period in which the employee worked except for those on unpaid leave for more than fifteen (15) days. In order for an employee to accrue vacation leave, an employee must not be tardy or absent without pay for more than one (1) hour in a pay period unless the appropriate Department Director authorizes up to fifteen (15) days referred to in Section 10.03.

10.05 Such vacation leave shall be taken after accrual and within the anniversary year during which the employee becomes entitled thereto, subject to the following exceptions:

- (1) Accrued vacation leave shall not be utilized during an employee's first year of employment; nor shall such leave be in excess of the number of hours actually accrued at any time unless authorized by the Mayor or administrator.
- (2) Vacation leave may be denied or postponed by the appropriate Department Director , in the best interests of the city.
- (3) All vacation leave must have prior approval, in writing, by the Department Director.
- (4) Use of vacation leave in excess of one hundred twenty (120) consecutive hours shall be allowed only upon prior written approval by the City Administrator in consultation with the Mayor.
- (5) Unused vacation leave, to a maximum of eighty (80) hours, may be carried over up to one (1) year from the employee's anniversary date of the year in which accrued; provided, the requested carryover is approved in writing by the City Administrator. All other unused vacation leave, not including any vacation accrued during the current anniversary year, may be paid to the employee, at the employee's request, in a cash payment based on the employee's rate of pay at the time of the request multiplied by the unused vacation leave hours.

10.06 In the event an employee's service is discontinued because of termination for cause or resignation in lieu of termination, the employee shall be paid a cash payment for the employee's unused vacation time at the employee's rate of pay calculated by averaging the last five (5) years rate of pay or the average of the last consecutive years of service if less than five (5) whichever is less. In the event an employee retires or resigns for a reason other than discipline or in lieu of termination then said employee shall be paid a cash payment for the employee's unused vacation time at the rate of pay at separation.

10.07 Vacation leave shall be allowed and taken in whole hours with a fraction of an hour being counted as the next full hour subject to the conditions set forth above.

10.08 In the event that an employee retires or resigns for a reason other than discipline or an agreement to leave in lieu of termination, then said employee shall be paid a cash payment for the employee's unused vacation time at the rate of pay at separation.

LEVEL 3 SNOW EMERGENCY

SECTION 11

11.01 Administrative Support personnel are not considered essential employees during Level 3 Snow Emergencies.

11.02 When a Level 3 Snow Emergency is declared in Lucas County, Administrative Support personnel shall not be required to report to work but will receive their normal rate of pay for any shift during their regularly scheduled hours of work provided said personnel are not off as a result of another paid or unpaid leave.

11.03 Snow days referred to herein shall not exceed sixteen (16) hours per calendar year unless otherwise authorized by the City Administrator in consultation with the Mayor. Any additional time shall be charged to available leave. Employees shall be expected to report to work their regularly scheduled shift following the rescission of such Level 3.

LONGEVITY PAY

SECTION 12

12.01 Longevity pay shall be paid in accordance with the following:

- (1) All covered employees hired on or before December 31, 2015, and 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:
- (2)

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

All covered employees hired after January 1, 2016 shall not be eligible for longevity pay.

12.02 The clock for continuous service begins upon hire to a full-time position, prior part time or volunteer service does not count toward continuous service. All such longevity pay shall be paid in a lump sum by the first pay period in February for preceding calendar year.

OVERTIME COMPENSATION

SECTION 13

13.01 All non-exempt employees covered by this Ordinance, shall receive compensation for hours worked in excess of forty (40) hours in a week. Department Directors must approve overtime in advance. Compensation for overtime hours shall be as follows:

- (1) For all hours which the employee works in excess of forty (40) hours in a week and/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 one hundred and fifty percent (150%) of base pay. However, the appropriate Department Director must approve overtime for travel.

Exempt/salaried employees shall receive compensation or compensatory time for hours worked in excess of forty-five (45) hours in a week. Compensation for overtime hours shall be paid or accrued at straight time. However, designated holidays shall be considered hours worked for the purpose of calculating compensatory time earned.

13.02 Covered employees shall receive time off with pay at the rate specified above; provided however, that any such time off with pay be scheduled subject to the approval of the Department Director and further subject to the following conditions:

- (1) Compensatory time may be accrued by an employee up to an amount not to exceed one hundred and sixty (160) hours at any one time. Any hours worked which would result in an excess of one hundred and sixty (160) hours, time shall be paid at 150% of base pay on the pay date for the pay period in which the hours were worked for non-exempt employees. Exempt employees will not receive overtime in exceedance of the one hundred sixty (160) hours of compensatory time at straight time herein mentioned
- (2) Compensatory time may be taken as time off, upon approval, or scheduled off provided no more than one hundred (100) hours of compensatory time can be utilized in a payroll year.

TRAVEL AND MILEAGE ALLOWANCE

SECTION 14

14.01 Covered employees shall be reimbursed the mileage rate approved by the Internal Revenue Service, plus parking charges and tolls, for travel on official business for the city in their privately owned automobiles; provided however, such travel must be authorized by the Department Director and certified by the employee to the Director of Finance.

14.02 The city will reimburse up to a maximum of 60 dollars (\$60.00) for meals per day for city business, (excluding alcohol), lodging each evening during the travel period for the employee only, so long as the employee has traveled more than forty (40) miles from the Maumee Municipal building

and/or the employee's home whichever is more. Detailed receipts for such lodging and meals shall be submitted to the Director of Finance and attached to forms provided by said Director.

NONDISCRIMINATION

SECTION 15

15.01 The city will not aid, promote, or finance any employee group or organization which purports to engage in collective bargaining.

15.02 The employee organizations, their officials, employees, affiliates, or members shall not discriminate against, intimidate, coerce, or interfere with any employee of the city, whether represented by any such employee organization or not, with respect to the employee's work or with the right to refrain from engaging in any employee organization activities or membership, and further that there shall be no solicitation of nonmembers for employee organization membership or dues on city time.

15.03 The city shall not discriminate against any employee(s) based on age, gender, including pregnancy, childbirth and related medical conditions, citizenship status, race, religion affiliation, disability, marital status, sexual preference, gender identity, national origin, or political affiliation.

15.04

Whenever the context so requires, the use of words herein in the singular shall be construed to include the plural, and words in the plural, the singular, and words whether in the masculine, feminine or neuter genders, shall be construed to include all of said genders. Using either the masculine or feminine genders, it is understood that said use is for convenience purposes only and is not to be interpreted to be discriminatory by reason of gender.

CIVIC LEAVE

SECTION 16

16.01 Upon request employees are afforded civic leave as listed below.

16.02 Whenever an employee is required to be absent from work by summons for jury duty or by a proper subpoena issued by a court or commission legally empowered to subpoena witnesses which compels the employee's presence as a witness, unless the employee is a party to the proceedings or an expert witness, the employee shall be allowed the time necessary to be absent from work at the employee's regular pay to comply with the summons or subpoena; provided, the employee presents evidence of having served as a juror or witness; and provided further, that such employee has submitted a copy of the summons or subpoena to the Department Director prior to the date the employee will be required to be absent from work. If said employee is dismissed by a court of competent jurisdiction more than three (3) hours before the end of his or her regular work shift, they must return to work for the remainder of the workday. Civic leave shall not count as time worked for the purposes of accrual of overtime or other accrued leave.

MILITARY LEAVE

SECTION 17

17.01 Any covered employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States will be entitled to military leave in accordance with Federal Law.

REDUCTION IN FORCE

SECTION 18

18.01 Whenever the number of employees is reduced for any reason up to and including elimination of positions, the city reserves the right to reduce force or eliminate positions in the best interests of the city.

18.02 Whenever a reduction in force or position elimination becomes necessary, the Department Director shall notify the affected employee in writing at least fourteen (14) workdays prior to the effective date of such action stating the reasons for such reduction unless said reduction is also related to a disciplinary matter in which case the reduction may be immediate.

LEAVE OF ABSENCE

SECTION 19

19.01 Covered employees may be granted a leave of absence, without pay, upon the approval of the Department Director, and the Mayor for good cause shown, for a period not to exceed sixty (60) days in any payroll year so long as all other eligible leave time has been exhausted.

19.02 For purposes of this Section, searching for and/or pursuing other employment or working another job not related to city function shall not constitute good cause.

19.03 A leave of absence without pay may be extended not to exceed sixty (60) working days at the discretion of the Department Director, and the Mayor.

19.04 An employee on an approved leave of absence of fourteen (14) working days or less shall be afforded continued coverage of hospitalization and other insurance benefits during the period of the leave of absence; provided, any applicable employee contribution for such coverage has been deposited with the Director of Finance prior to the commencement of the leave of absence.

19.05 Under no circumstances may an employee on an approved leave of absence for more than fourteen (14) days continue to receive hospitalization and other insurance benefits paid by the city in accordance with provision of the healthcare insurance section of this ordinance. The employee may arrange to prepay, at the employee's expense, through the Director of Finance, the entire premiums necessary to continue the employee's hospitalization and other insurance benefits for the time of the leave of absence exceeding fourteen (14) days.

19.06 An employee on an approved leave of absence who fails to prepay any necessary employee contributions or premiums, may be subject to immediate cancellation of healthcare insurance and the additional approved leave above.

19.07 An employee on an approved unpaid leave of absence shall cease to accrue vacation, sick, compensatory leave, and/or other benefits for any pay period during which the employee is on the leave of absence.

19.08 An employee who fails to report to duty at the end of an approved leave of absence on the date specified by the Department Director shall be considered severed from city employment.

19.09 An employee who uses a leave of absence for purposes other than the reason for which the leave was granted shall be subject to termination.

PAYROLL YEAR, PAY PERIODS, and PAY DATES

SECTION 20

21.01 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:

- 2023- January 1, 2023
- 2024- January 1, 2024
- 2025- January 1, 2025

20.02 For the purpose of paying salaries and other compensation for covered employees, the pay periods shall be the bi-weekly periods.

20.03 The pay date for salaries and compensation due employees, as established by this Ordinance, for each pay period, shall be the Monday next following the expiration of each bi-weekly pay period; provided however, when such Monday is a holiday, as set forth in this Ordinance, the pay date shall be the workday immediately preceding any such designated holiday. The City Administrator shall have the authority to change the following pay scales and payments in the best interests of the city.

STEP ADVANCEMENT

SECTION 21

21.01 The salary schedule shall consist of eight (8) steps.

21.02 All employees 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 City Administrator in consultation with the Mayor. All promotions and associated pay shall be determined in the same manner above. If a step increase is given within 13 pay periods of the employee's anniversary date, the employee shall forgo their next yearly step increase without changing their anniversary date.

SALARY / COMPENSATION

SECTION 22

22.01 Effective the pay period beginning Payroll 1 2024, the annual salary and compensation for the positions covered by this Ordinance shall be calculated based on two thousand eighty (2080) hours and are as follows:

Administrative Support

2022						
Step	Dept Sec & IT Tech Victim Advocate		Finance Supervisor Assit/UB/Paralegal /Admin Asst		Building Mech, plumbing/ electrical Inspectors	
	Base	4.75%	Base	4.75%	Base	4.75%
A	\$42,000	\$43,995	\$54,810	\$57,413	\$64,733	\$67,808
B	\$42,840	\$44,875	\$56,454	\$59,136	\$66,970	\$70,151
C	\$43,697	\$45,773	\$58,148	\$60,910	\$69,275	\$72,566
D	\$44,571	\$46,688	\$59,893	\$62,738	\$71,658	\$75,062
E	\$45,462	\$47,621	\$61,690	\$64,620	\$74,105	\$77,625
F	\$46,371	\$48,574	\$63,540	\$66,558	\$75,958	\$79,566
G	\$47,298	\$49,545	\$65,446	\$68,555	\$77,856	\$81,554
H	\$48,244	\$50,536	\$67,409	\$70,611	\$79,802	\$83,593
2023						
Step	Dept Sec & IT Tech Victim Advocate		Finance Supervisor Assit/UB/Paralegal /Admin Asst		Building Mech, plumbing/ electrical Inspectors	
	Base	3.00%	Base	3.00%	Base	3.00%
A	\$43,995	\$45,315	\$57,413	\$59,136	\$67,808	\$69,842
B	\$44,875	\$46,221	\$59,136	\$60,910	\$70,151	\$72,256
C	\$45,773	\$47,146	\$60,910	\$62,737	\$72,566	\$74,743
D	\$46,688	\$48,089	\$62,738	\$64,620	\$75,062	\$77,314
E	\$47,621	\$49,050	\$64,620	\$66,559	\$77,625	\$79,954
F	\$48,574	\$50,031	\$66,558	\$68,555	\$79,566	\$81,953
G	\$49,545	\$51,031	\$68,555	\$70,611	\$81,554	\$84,001
H	\$50,536	\$52,052	\$70,611	\$72,729	\$83,593	\$86,100
2024						
Step	Dept Sec & IT Tech Victim Advocate		Finance Supervisor Assit/UB/Paralegal /Admin Asst		Building Mech, plumbing/ electrical Inspectors	
	Base	2.00%	Base	2.00%	Base	2.00%
A	\$45,315	\$46,221	\$59,136	\$60,319	\$69,842	\$71,239
B	\$46,221	\$47,146	\$60,910	\$62,128	\$72,256	\$73,701
C	\$47,146	\$48,089	\$62,737	\$63,992	\$74,743	\$76,237
D	\$48,089	\$49,051	\$64,620	\$65,912	\$77,314	\$78,860
E	\$49,050	\$50,031	\$66,559	\$67,890	\$79,954	\$81,553
F	\$50,031	\$51,031	\$68,555	\$69,926	\$81,953	\$83,592
G	\$51,031	\$52,052	\$70,611	\$72,024	\$84,001	\$85,681
H	\$52,052	\$53,093	\$72,729	\$74,184	\$86,100	\$87,822

22.02 The City Administrator, in consultation with the Mayor will establish a beginning wage and determine wage increases and benefits based upon education, experience, duties, and/or performance evaluations within the wage scale as well as step increase beyond that which are contemplated herein.

22.03 Building Inspector positions shall be entitled to an additional \$1.50 per hour for any additional certification (Building, Mechanical, Electrical, Plumbing, Residential Building Official or Certified Building Official through the State of Ohio Board of Building Standards) above the required minimum certification for the position up to a MAXIMUM supplement of \$4.00 per hour. The staff member serving as Municipal Clerk shall be paid a \$2,000 stipend annually in addition to their regular rate of pay. Said Stipend shall be paid to the employee at the first pay period in February for each full calendar year.

22.04 Building, mechanical, plumbing, and electrical Inspectors shall be entitled to reimbursement for the purchase of safety footwear limited to two hundred dollars (\$200) and two hundred dollars (\$200) per year for jeans. The color and style of footwear, as well as reimbursement for approved footwear replacement or repair, shall be subject to prior approval by the appropriate Director .

MANAGEMENT RIGHTS

SECTION 23

23.01 Nothing in this Ordinance shall be construed as delegating to others the authority conferred by law upon the city or in any way abridging or reducing such authority.

23.02 The employees recognize that except as specifically limited or abrogated by the terms and provisions of this Ordinance, all rights to manage, direct, or supervise the operations of the city and all the employees are vested solely and exclusively with the city and/or its designated representatives.

23.03 Not by way of limitation of this paragraph, but to only indicate the type of matters or rights which belong to, and are inherent with the city, the city retains the right, including, but not limited to:

- (1) Hire and transfer employees.
- (2) Discharge, suspend, or discipline employees.
- (3) Determine the number of persons required to be employed, laid off, or discharged.
- (4) Determine the starting and quitting time and the number of hours to be worked by its employees.
- (5) Make any and all rules and regulations in the best interests of the city.
- (6) Determine the work assignments of its employees.
- (7) Determine the basis for selection, retention, and promotion of employees.
- (8) Determine the type of equipment used and the sequence of work processes.
- (9) Determine the making of technological alterations by revising either process or equipment, or both.
- (10) Determine work standards and the quality and quantity of work to be produced.
- (11) Select and locate buildings and other facilities.
- (12) Establish, expand, and/or consolidate work processes and facilities.
- (13) Transfer or subcontract work; consolidate, merge, or otherwise transfer any or all its facilities, property, processes of work with, or to, any other entity or effect or change, in any respect, the legal status, management, or responsibility of such property, facilities, processes of work.
- (14) Terminate or eliminate all or any part of its work, work force, and/or facilities.

23.04 In addition, the employees agree that all the functions, rights, powers, responsibilities, and authority of the city, regarding the operation of its work and business, and the direction of its workforce which the city has not specifically abridged, deleted, granted, or modified by the expressed and specific written provisions of this Ordinance are, and shall remain, exclusively those of the city.

INTERNAL REVENUE SERVICE SECTION 125 PLAN

SECTION 24

24.01 Effective the first pay period following approval by the appropriate governmental agencies, the city will implement an I.R.S. Section 125 Plan to allow a pre-tax deduction of the employee's share of premiums/contributions paid for health insurance, dental insurance, Ohio Municipal League accident insurance, or flexible spending accounts.

24.02 To participate in the Section 125 Plan, an employee must meet the conditions for eligibility of the insurance policy(ies); which provide the benefits, be responsible for paying all or part of the applicable premiums/contributions, and complete and file the necessary forms with the Department of Finance.

RETIREMENT PICK-UP (Tax Deferment on City Contributions)

SECTION 25

25.01 As permitted by the Internal Revenue Service and Ohio Public Employees Retirement System (OPERS), and the Ohio Police and Firemen's Disability and Pension Fund (OPF), the Employer agrees to implement the "salary reduction" method for pension "pick-up". Such plan will take effect upon approval of the pension board and appropriate governmental agencies.

25.02 The employee's gross pay will be reduced by the employee's contribution rate, which amount will be forwarded to OPERS and OPF. Any other deductions will then be made from the reduced salary for that period. The reduced salary shall be the income reported on the employee's W-2 form, thus deferring taxes on the pension contribution, and increasing the employee's take-home pay.

DRUG AND ALCOHOL TESTING

SECTION 26

26.01 Drug/Alcohol screening/testing shall be conducted at any time randomly and times of pre-employment, annual physical, if given, for reasonable suspicion, or otherwise in accordance with the Drug Free Workplace Policy (DFWP) of the City of Maumee. Under no circumstances may the results of drug/alcohol screening or testing be released without following Federal HIPPA guidelines and/or court order. This procedure shall not preclude the Employer from other administrative action.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

SECTION 27

27.01 The Employer shall establish an Employee Assistance Program to assist employees in dealing with problems. The Employer agrees to allow rehabilitation of employees who are first time drug and alcohol abusers, only if reasonably practical, and otherwise in accordance with the Drug Free Workplace Policy (DFWP) of the City of Maumee. Employees will not normally be discharged without first being offered the opportunity of receiving treatment for such abuse. If the employee fails to properly and fully participate in and complete a treatment program approved by the Employer or after the completion of such program the employee is still abusing or resumes abusing such substances, the employee shall be disciplined or discharged.

27.02 Employees may voluntarily utilize this program with or without referral. Such voluntary use shall not be the sole basis for adverse disciplinary action or discrimination in employment. Leaves of abuse without pay may, at the Employer's discretion, be granted in coordination with the EAP where appropriate. All employee dealings with the EAP shall be strictly confidential.

FAMILY & MEDICAL LEAVE ACT

SECTION 28

28.01 The city agrees to be bound by the provisions of the Family & Medical Leave Act of 1993, as amended. If an employee requests and takes FMLA leave and/or the City of Maumee determines the leave as requested meets the requirements under FMLA, based upon the qualifying reason for the leave any accrued sick hours, paid vacation, or personal time will be applied to the FMLA leave period until such paid leave time is exhausted, as provided herein. The Employee may request that accrued compensatory time also be paid during their FMLA leave period. The remainder, if any, of the FMLA leave period will be unpaid. If FMLA is utilized by any employee within six months of their resignation and/or retirement, all other accrued compensatory, personal, vacation, and sick leave time must be used first and in the preceding order.

EDUCATION AND TRAINING

SECTION 29

29.01 An employee may request tuition reimbursement for additional schooling or training and professional certifications, above and beyond the training required by the city, relative to the performance of the employee's job duties. All such schooling and training must be approved in advance by the appropriate Department Director in consultation with the City Administrator if it is determined to be of benefit to the city. Effective January 1, 2021, the maximum annual tuition reimbursement shall be \$5,500 and is considered taxable if the benefit exceeds \$5,250 as per Internal Revenue Service (IRS) guideline.

29.02 In order to qualify for tuition reimbursement, the employee must have prior written approval of the Department Director to which assigned, submit evidence of successfully completing the training with a grade of 80% or higher for undergraduate work, 90% or higher for graduate work, and 95% or higher for post graduate work and/or its equivalent or above, and submit a statement or invoice of the tuition or certification fees with proof of payment. Employees shall be paid an additional four hundred (\$400) if they hold an associates degree, eight hundred (\$800) annually if they hold a 4-year bachelor's degree plus one thousand (\$1,000) for holding a master's degree or above as a stipend paid the first pay period in February for the prior full years' service. Stipends will only be paid for the highest degree achieved.

29.03 If an employee is paid education/training reimbursement, the employee must remain in city employ a minimum of four (4) years after the fees have been paid or the employee shall reimburse the city for the fees.

DURATION, REPEAL, AND CONFLICTS

SECTION 30

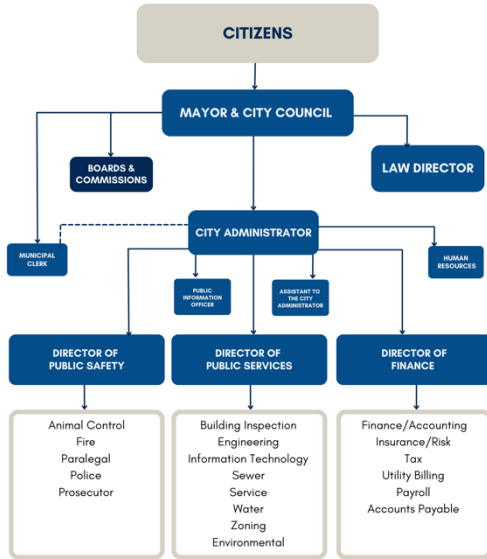
30.01 Any ordinance, resolution, policy, handbook, or part thereof pertaining to the subjects treated in this Ordinance and which are inconsistent with this ordinance are hereby repealed to the extent so inconsistent. Changes to this ordinance may be made by the City Administrator for the purposes of clarification, consistency, reclassification, and/or correction.

30.02 This Ordinance 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.

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

SECTION 31 City Organizational Chart

The purpose of this chart is to clearly outline the reporting structure within the City of Maumee organization and indicates the relationships shared between individual positions and aids in the proper delegation of tasks, responsibilities, and workload within our city.



SECTION 32

Supervisory authority, discipline and termination

The above organizational chart depicts the chain of supervisory authority and further illustrates lines of authority within the City

We learn a lot about a City's reporting and authority relationships by reviewing its organization chart. To whom does a particular person report? Does each person report to one or more supervisors? How many people does a manager supervise? The above City of Maumee organizational chart depicts these relationships, chain of authority, and how decisions are made by holding those higher within the structure more accountable to administration and to elected officials.

The City Administrator as the Chief Administrative Officer shall be directly supervised by the Mayor and indirectly by the City Council. The Law Director reports directly to the Mayor and City Council, while Directors report to the City Administrator except for authority over Directors. Supervisors report to Directors and this structure follows in a similar manner throughout the organization. When acting at the direction of the City Administrator, the Assistant to the City Administrator shall have the same supervisory authority as the Administrator.

Discipline up to and including termination may be initiated and concluded by Directors and/or the City Administrator, or the Mayor and City Council in the case of the Administrator.