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President of Council

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Clerk of Council

# City of Willoughby Hills

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## ORDINANCE NO. 2020-13

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### **AN ORDINANCE FIXING THE SALARY AND COMPENSATION FOR THE POSITION OF PART-TIME CLERK OF COUNCIL; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.**

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**WHEREAS**, the Personnel Relations Committee of Council met on April 23, 2019 to continue the discussion about nonunion raises and the Committee unanimously agreed that all nonunion employees should be kept on par with their union colleagues and receive a 2% raise for 2018 and a 2% raise for 2019 because they also didn't receive raises in 2018 or 2019; and

**WHEREAS**, Council adopted Ordinance 2019-38 on May 9, 2019, to set salary and compensation for the former Clerk of Council, Victoria Savage; and

**WHEREAS**, with the resignation of the former Council Clerk who had been a long-time employee serving in that capacity, it now becomes necessary to review and reset the position's salary and compensation package; and

**WHEREAS**, Section 3.32 of the Charter of the City of Willoughby Hills requires that the Council fix by ordinance the compensation of every officer and employee of the Municipality.

***NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:***

#### **SECTION 1.            COMPENSATION.**

In accordance with Section 3.32 of the City Charter, Council has fixed the compensation for the position of **Part-Time Clerk of Council** as follows:

**1.1     Salary Range  
       \$20 to \$26 per hour based on experience and longevity**

The 2020 Operating Budget specifically provides for the compensation of the position of Part-Time Clerk of Council to be funded by and through the General Fund #110.

#### **SECTION 2.            EMPLOYMENT PROVISIONS.**

**Section 2.1    Holidays.**     The Part-Time Clerk of Council shall be entitled to four (4) hours of Holiday pay for the following Holidays: \*New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Day after Thanksgiving and \*Christmas (\*New Year's and Christmas will be observed on the same day as other City employees not covered under collective bargaining).

**Section 2.2    Vacation.**     The Part-Time Clerk of Council shall be entitled each calendar year to fourteen (14) days of vacation time. Vacation days must be taken during the calendar year of entitlement and shall not accrue from year to year. A vacation day shall constitute four (4) hours of pay. The taking of a vacation day shall be subject to prior approval of the President of Council. The Vice President of Council may grant approval if the President of Council is unavailable.

**SECTION 3.** The existing **Section 123.01 – Duties, Authorization of Hours** of the Codified Ordinances of the City of Willoughby Hills be, and it hereby is amended to read and provide in its entirety as follows:

**“123.01 DUTIES; HOURS.”**

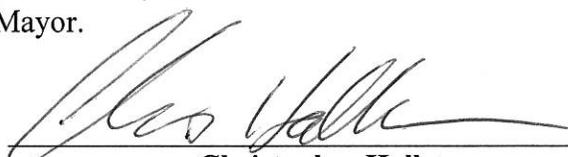
“The Clerk of Council shall perform all duties, Monday through Friday, at the Clerk’s Office. The Clerk must obtain prior authorization from the Council President to perform any Council work after twenty (20) hours have been worked during a calendar week or for any work performed other than at the Clerk’s office. Said hours do not include the hours in attendance at required Council Meetings or Committee meetings. Vice President of Council shall authorize said work if the President of Council is unavailable.”

**SECTION 4.** All ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance; specifically, Ordinance No. 2019-38, Ordinance No. 2017-61, Ordinance No. 2017-60 and Ordinance No. 2014-74.

**SECTION 5.** The actions of this Council concerning and relating to the passage of this legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

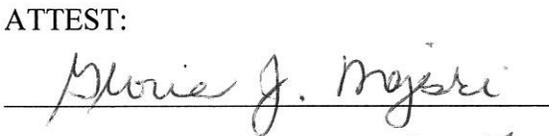
**SECTION 6.** This ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the City of Willoughby Hills insofar as it provides for the usual daily operation of a municipal department and further provides for the fixed compensation for the position of Part-Time Clerk of Council to be granted commencing with the first pay following the passage of said ordinance; wherefore, this ordinance shall be in full force and take effect from and after its adoption and approval by the Mayor.

PASSED: February 27, 2020

  
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**Christopher Hallum**  
*President of Council*

Submitted to the Mayor for his approval on this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Approved by the Mayor  
February 27, 2020

ATTEST:  
  
\_\_\_\_\_  
*Clerk of Council, Pro Tem*

  
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**G. Andrew Gardner**  
*Mayor*