City of Willoughby Hills

Interoffice Memo

Date: April 8, 2016

To: Council Clerk Savage

From: Mayor Robert M. Weger

Subject: Legislation for Pay Adjustments

Please prepare legislation for pay adjustments for salaried and non-union employees to be effective on the first pay date after passage in the amount of a three percent increase.

The changes to reflect an amendment to Schedule A of Part One Administrative Code, Title Five – Administrative , Chapter 127, General Employment Provisions, Section 157.01, are attached.

Thank you.

cc: Finance Director Frank Brichacek
Assistant Finance Director Debbie Doles

Willoughby Hills

Compensation Schedule A

Revise for 2016 - 2016 rates effective after passage of ordinance

	Employment Status		Staffing Level	2014 Rate	2015 Rate	2016 Rate
Police Department						
Police Chief	Full-Time	Salary	1	$65,728 - $96,115	$65,728 - $96,115	$83,000 - $99,000
Poice Exec Asst/Dispatch Supervisor	Full-Time	Salary	1	$36,000 - $55,000	$36,403 - $55,616	$42,200 - $55,950
Community Service Officer	Full-Time	Hourly	1	N/A	$23.12 - $27.04	$23.12 - $27.04
Patrol Class 1	Part-Time	Hourly	20	$23.72	$23.72	$24.43
Patrol Class 2	Part-Time	Hourly		$21.79	$21.79	$22.44
Patrol Class 3	Part-Time	Hourly		$20.19	$20.19	$20.80
Patrol Class 4	Part-Time	Hourly		$18.59	$18.59	$19.15
Patrol Probationary	Part-Time	Hourly		$16.15	$16.15	$16.63
Dispatch Class 1	Part-Time	Hourly	N/A	$19.43	$19.43	$20.01
Dispatch Class 2	Part-Time	Hourly		$17.99	$17.99	$18.53
Dispatch Class 3	Part-Time	Hourly		$16.66	$16.66	$17.16
Dispatch Class 4	Part-Time	Hourly		$15.42	$15.42	$15.88
Dispatch Probationary	Part-Time	Hourly		$14.28	$14.28	$14.71
Fire Department						
Fire Chief	Full-Time	Salary	1	$65,728 - $96,115	$65,728 - $96,115	$83,000 - $99,000
Fire Secretary	Full-Time	Salary	1	$31,350 - $44,500	$31,350 - $45,160	$36,000 - $47,050
Assistant Chief	Part-Time	Hourly	40	$17.93	$17.93	$18.47
Fire Fighter Class A & B	Part-Time	Hourly		$17.17	$17.17	$17.69
Fire Fighter Class C	Part-Time	Hourly		$16.65	$16.65	$17.15
Fire Fighter Class D	Part-Time	Hourly		$15.32	$15.32	$15.78
Fire Fighter Class E	Part-Time	Hourly		$13.48	$13.48	$13.88

Service/Building Department

Road Superintendent	Full-Time	Hourly	1	$24.27 - $33.62	$24.27 - $33.63	$27.50 - $34.63
Part-Time Road Worker	Part-Time	Hourly	4	$13.15 - $15.17	$13.15 - $15.17	$13.15 - $15.18
Building Commissioner	Full-Time	Salary	1	$50,560 - $60,525	$50,560 - $60,526	$52,100 - $62,345
Building Clerk	Part-Time	Hourly	1	$13.15 - $17.19	$13.15 - $17.20	$13.15 - $17.21
Field Maintenance Class 1	Part-Time	Hourly	2	$11.63 - $16.65	$11.63 - $16.65	$11.63 - $17.10
Field Maintenance Class 2	Part-Time	Hourly	2	$8.60 - $11.63	$8.60 - $11.63	$8.60 - $11.63
Field Maintenance Class 3	Part-Time	Hourly	2	$8.10 - $8.60	$8.10 - $8.60	$8.10 - $8.60

Recreation Department

Recreation Coordinator	Part-Time	Hourly	2	$12.13 - $17.19	$12.13 - $17.19	$12.13 - $17.19
Property Staff Member	Part-Time	Hourly		$8.10 - $9.86	$8.10 - $9.86	$8.10 - $9.86

Administration Department

Executive Administrative Assistant	Full-Time	Salary	1	$36,403 - $64,717	$36,403 - $64,717	$42,000 - 66,690
Clerk/Stenographer	Part-Time	Hourly	3	$12.13 - $17.19	$12.13 - $17.19	$12.13 - $17.19
Director of Finance	Part-Time	Hourly	1	$30.34 -$38.43	$30.34 -$38.43	
Assistant Director of Finance	Full-Time	Salary	1	$36,403 - $55,616	$36,403 - $55,616	$36,403 - $57,290
Finance Assistant	Full-Time	Hourly	1	$14.16 - $17.70	$14.16 - $17.70	$14.16 - $19.82
Clerk of Courts	Full-Time	Hourly	1	$14.77 - $24.77	$14.77 - $24.77	$14.77 - $24.77
Deputy Clerk of Courts	Part-Time	Hourly	1	$12.13 - $19.82	$12.13 - $19.82	$12.13 - $19.82
Director of Economic Development	Full-Time	Hourly	1	$35,392 - $50,560	$35,392 - $50,560	$35,392 - $50,560
Clerk of Council Class 1	Part-Time	Hourly	1	$17.74 - $22.80	$17.74 - $22.80	$17.74 - $22.80
Clerk of Council Class 2	Part-Time			$15.70 - $17.95	$15.70 - $17.95	$15.70 - $17.95
Clerk of Council Class 3	Part-Time			$13.17 - $15.93	$13.17 - $15.93	$13.17 - $15.93