

City of Willoughby Hills

ORDINANCE NO 2010-42

AN ORDINANCE FIXING THE SALARY AND COMPENSATION FOR THE POSITION OF PART-TIME FINANCE DIRECTOR; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

WHEREAS, Section 2.11 of the Charter of the City of Willoughby Hills states “The Mayor shall be the Chief Executive Officer and the Head of the Administrative Branch of the Municipal Government and shall perform all duties and may exercise all privileges and authority prescribed for him in this Charter, or by the Constitutions and laws of the United States and of the State of Ohio, including authorities of a judicial nature; and

WHEREAS, Section 2.21 states that the Mayor may appoint the heads of all departments, including but not limited to the Department of Public Safety, the Department of Finance, the Department of Law and the Department of Public Service; 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; and

WHEREAS, further Section 2.27 of the Charter of the City of Willoughby Hills states “Though Council has the power to fix salaries as defined in Section 3.32, the Mayor shall have the duty and responsibility to recommend to Council the amount of pay for various positions and shall also have the responsibility to review existing pay scales; and

WHEREAS, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said fixed range for the Position of Finance Director, a position within the City not covered under the terms of a collective bargaining agreement.

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

SECTION 1. Per Section 3.32 of the Charter of the City of Willoughby Hills, the Council shall by Ordinance fix the salary or compensation of every officer and employee of the Municipality.

SECTION 2. Upon approval of Council, the Part-Time Finance Director, a position within the City not covered under the terms of a collective bargaining agreement, shall be compensated according to the following classification and range of compensation with said compensation to commence with the first pay in 2011 pursuant to the following schedule:

<u>Job Title</u>	<u>Hourly Rate</u>	
	<u>Minimum</u>	<u>Maximum</u>
Part-Time Finance Director	\$30.00 to \$38.00	

SECTION 3. The required Staffing Level for said position shall be **(1) Hourly Finance Director.**

SECTION 4. The average Work Week for said position shall be based on twenty-five (25) hours.

SECTION 5. The Mayor, CEO and Head of the Administrative Branch of the Municipal Government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Part-Time Finance Director** within the fixed compensation range.

SECTION 6. Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

SECTION 7. The Part-Time Finance Director shall be entitled to five (5) 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 8. The Part-Time Finance Director, based on experience, shall be entitled to two (2) to four (4) weeks of vacation time. A day shall constitute five (5) hours of pay. Vacation days must be taken during the calendar year of entitlement and shall not accrue from year to year. The taking of vacation shall be subject to prior approval of the Mayor.

SECTION 9. The Part-Time Finance Director shall be entitled for each completed twenty-five (25) hours of regular straight time service, to sick leave of two and one-half (2.50) hours. Sick time must be taken during the calendar year of entitlement and shall not accrue from year to year. The taking of sick time shall be subject to prior approval of the Mayor.

SECTION 10. The Part-Time Finance Director shall be entitled to Life Insurance Benefits in the amount of twenty-five thousand dollars (\$25,000.00)

SECTION 11. All Ordinances, or parts thereof in conflict with the provisions of this Ordinance be, and are hereby repealed as of the effective date of this Ordinance.

SECTION 12. All the actions of this Council concerning and relating to the passage of this legislation were conducted 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 held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 13. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of the Finance Department, and further reason being to immediately establish the range of compensation and benefits for the position of **Part-Time Finance Director** with said salary and benefits to commence with the first pay of January 2011; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

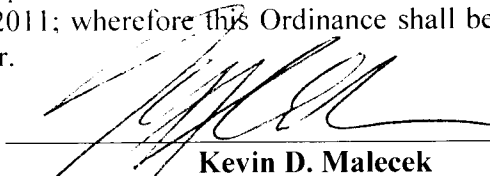
PASSED: December 9, 2010

Submitted to the Mayor for his approval
on this December 9 day of 2010, 2010

ATTEST:

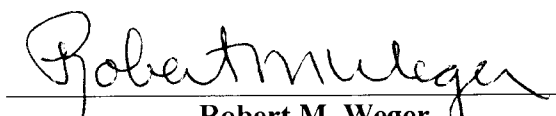


Victoria Ann Savage, CMC
Clerk of Council



Kevin D. Malecek
President of Council

Approved by the Mayor
December 9, 2010



Robert M. Weger
Mayor