

CITY OF TWINSBURG, OHIO

ORDINANCE 38-2006

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 147 "EMPLOYEES GENERALLY" OF THE CODIFIED ORDINANCES OF THE CITY OF TWINSBURG

WHEREAS, the Administration has recommended certain amendments to Chapter 147 of the Codified Ordinances of the City of Twinsburg; and

WHEREAS, Council recognizes that the recommended amendments are necessary for the continued efficient operation of various city departments.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Twinsburg, County of Summit and State of Ohio:

SECTION I: That Section 147.01 is hereby amended to read as follows:

147.01 EMPLOYEE CLASSIFICATIONS.

- (a) Full Time Employees (includes Department Heads)
1. Works standard 40 hour workweek (except Fire Captains in shift rotations).
 2. All are Non-exempt (eligible for overtime) except Department Heads.
 3. Department Heads may accrue and use compensatory time, after 40 hrs per week, with permission from Mayor, but will not be eligible for a cash payout comp time.
 4. Hours of work may vary by department.
- (b) Regular Part Time Employees
1. Works **an average of** 20 hours per week, year-round (32 hours in designated cases).
 2. May work full-time hours during the summer months and at other periods, as needed.
 3. A part-time employee that is hired as a full-time employee shall be credited for the actual hours worked as a part-time employee as to vacation time and sick leave, but not for seniority within the department or within the City.
 4. Part-time Firefighters are not eligible for overtime until they have worked 159 hrs. in a three week period.
 5. Benefits include only: 4 hours Holiday pay and Sick Leave as defined here within.
 6. **Part-time employees in the Parks and Recreation Department shall not receive time-and-a-half for hours worked on holidays when those buildings are open for business.**
- (c) Casual Part Time Employees
1. Works less than 20 hours per week, year-round
 2. May work full-time hours during the summer months and at other periods, as needed.
 3. Shall be eligible for Sick Leave as defined here within.

SECTION II: That Section 147.17 is hereby amended to read as follows:

147.17 INSURANCE.

- (a) The City shall pay the full premium for a \$50,00 term life insurance for each full-time employee.
- (b) **The City shall continue to provide healthcare (medical/prescription) insurance to full-time employee. Starting with Plan Year 2006-2007, employees shall pay 5% of the monthly medical/prescription premiums**

for Plan A and 3% of the monthly premium for Plan B as established by the Mayor and Council. Non-bargaining employees shall not pay more than any bargaining employees once any pending negotiations are settled.

- (c) The City shall pay one hundred percent (100%) of Vision and Dental coverage for each full-time employee.

SECTION III: That Section 147.20 be amended to read as follows:

147.20 UNIFORM/CLOTHING ALLOWANCE

- (a) The City shall provide rental uniforms of a type which may be laundered for all full-time personnel of the Service Department, Wastewater Treatment Department and maintenance employees of the Parks and Recreation and Golf Maintenance Departments. The rental service shall include the laundry service. In addition, these employees shall be provided with one pair of safety shoes per year. If individual employees wish to purchase their own shoes, they will be reimbursed for the cost of the shoes up to one hundred twenty-five dollars (\$125.00). Payments will be made by the Finance Director upon presentation of an invoice approved for payment by the Department Head and the Mayor.
- (b) Seasonal employees of Service Department shall be provided with orange t-shirts when working in safety sensitive areas.
- (c) A three hundred fifty dollar (\$350.00) Uniform Allowance per calendar year shall be provided to the inspectors who work in the field for the Building and Engineering Departments, including the Building Commissioner and to the Parks & Recreation Director, the Chief Operator in WWTP, the Golf Course Superintendent, the Assistant Director of Engineering, the Construction Manager, the Public Works director, the WWTP Superintendent, the Service Department General Superintendent, the Service Department **Foremen, the Parks & Recreation Foreman**, and the Municipal Engineer.
- (d) Beginning 1/1/2002, Clothing Allowance checks shall be paid to eligible employees in January of each year. Clothing allowance recipients for each department shall be required to wear work-related clothing from a list approved by the Mayor. For year 2001, eligible employees shall be paid by check for any balance due them after being reimbursed for items already purchased.
- (e) Reimbursements for shoes and clothing items such as shirts, jackets, hats, sweaters that display the City's name/logo will be made by the Finance Director upon presentation of an invoice approved for payment by the Department and the Mayor. Payment will not be made for jeans, belts, shorts, ties, etc.
- (f) The Fire Chief, Assistant Fire Chief and Captains shall receive a clothing allowance that is equal to the dollar amount agreed to for the Firefighters as outlined in the Bargaining Unit Agreement.
- (g) Sworn officers of the Police Department who are not members of a bargaining unit shall receive a Uniform Allowance equivalent to that of the bargaining unit employees. The City shall provide uniforms for part time dispatchers and part time police in an amount to be determined at the discretion of the Police Chief and approval of the Mayor.
- (h) Each Full-time Activities Center and Fitness Center employee **may purchase logo shirts totaling up to \$150.00 each year**. Part-time TRAC and **Fitness Center** employees shall receive **logo shirts as follows: cost not to exceed \$30 during the first 12 months of employment and not to exceed \$75 each after the first year**. Each seasonal employee shall receive two t-shirts per year (not to exceed \$20). Part-time and seasonal lifeguards receive one (1) uniform bathing suit per year.
- (i) Golf Course – Rangers shall receive two logo shirts per year (not to exceed \$20). Seasonal Golf Course groundskeepers shall receive three (3) t-shirts per year (not to exceed \$50). Seasonal clubhouse staff shall receive two (2) logo shirts per year.
- (j) The City shall provide uniforms for part time firefighters in an amount to be determined at the discretion of the Fire Chief and approved by the Mayor.

- (k) Each department head shall establish a procedure for implementation of the uniform allowance and distribution of clothing. The procedure shall be approved by the Mayor.

SECTION IV: That Section 147.22 is hereby amended to read as follows:

147.22 LEGAL HOLIDAYS.

- (a) All Regular Full Time employees shall be paid eight (8) hours for each holiday. Regular Part-time employees shall be paid for four (4) hours for each holiday. Legal holidays observed by the City shall be as follows:

1 st of January	New Year's Day
3 rd Monday, January	Martin Luther King's Birthday
3 rd Monday, February	President's Day
Last Monday, May	Memorial Day
4 th of July	Independence Day
1 st Monday, September	Labor Day
11 th day of November	Veterans Day
4 th Thursday, November	Thanksgiving Day
4 th Friday, November	Day after Thanksgiving
24 th day of December	Christmas Eve
25 th day of December	Christmas Day
Good Friday	One full day
Personal Holidays	Two full days of employee's choice (after 6 mos. of full-time service)

- (b) Office and administrative staff, who work independently and do not require a replacement to cover for them, are eligible to use personal holidays in fifteen-minute increments with approval of Department Head.
- (c) In the event that any of the aforementioned holidays fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforementioned holidays falls on Sunday, the Monday immediately succeeding shall be observed as the holiday. The holiday scheduled for December 24, may be substituted at the discretion of the Mayor with a holiday on December 26, if the latter is a more desirable day off in a given year. Other substitutions may be made at the Mayor's discretion. Such substitutions shall be announced no less than six months in advance of the scheduled holiday.
- (d) When a **Full-Time** employee's regular work schedule requires that employee to work on a holiday, the employee shall be paid at the standard overtime rate of 1.5 times their regular rate of pay and shall be granted an alternate eight (8) hours of holiday time. **Part-Time Dispatchers and Part-Time Firefighters shall be paid at the standard overtime rate of 1.5 times their regular rate of pay when required to work on a holiday.**
- (e) If an employee is absent on the scheduled working day preceding or following a scheduled holiday, unless the same be a vacation or personal day of absence, the employee will not be paid for the holiday. However, if an employee is absent from work on the day preceding or following a holiday due to a job related accident or an illness substantiated by medical proof satisfactory to the Mayor, such employee shall not lose the holiday pay herein granted. It is the declared intention hereof, to encourage the reduction of sick leave surrounding holidays and the faithful performance of duty to the City without unduly penalizing or unjustly enriching any employee in the Municipal service.
- (f) Office and administrative staff, who work independently and do not require a replacement to cover for them, are eligible to use Holiday in ½ - day increments with approval of Department Head.
- (g) If any employee is injured in the course of their employment and injury leave continues during a holiday, eight (8) hours of Holiday pay, shall be paid in lieu of Injury Leave pay for that day.

- (h) Any employee may, with approval of the Department Head, advance holidays if such employee finds that s/he is scheduled to work on a regularly observed holiday. Should any such employee who has advanced holidays, terminate their service with the City prior to the actual holiday, then a sum equal to eight hours straight time, shall be deducted from the employee's final pay.

SECTION V: That Section 147.36 is hereby amended to read as follows:

147.36 FITNESS CENTER USE.

The City will provide a single membership to the City's Fitness Center to each full-time employee. An employee living outside the Twinsburg School District may purchase a family membership by paying the difference between a Corporate single membership and a Corporate Family membership. An employee living in the Twinsburg School District may purchase a family membership by paying the difference between a resident single membership and a resident family membership. No money will be refunded to employees who are current members; however, pro-rated credit will be given for extra-cost programs.

SECTION VII: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in open meeting or meetings of this Council, and that all deliberations of this Council were in meetings open to the public and in full compliance with all legal requirements, including without limitations, those set forth in Section 121.22 of the Ohio Revised Code.

SECTION VIII: That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: _____

APPROVED: _____

Bill Furey, President of Council

Submitted to the Mayor for approval this
_____ day of _____, 2006

Approved by the Mayor _____, 2006

Katherine A. Procop, Mayor

ATTEST:

Cynthia A. Kaderle, CMC
Clerk of Council

1st Rdg. _____
2nd Rdg. _____
3rd Rdg. _____

Passed: _____

Yes _____ No _____

CERTIFICATE OF POSTING

I, Cynthia A Kaderle, Clerk of Council, of the City of Twinsburg, State of Ohio, do hereby certify that publication of the foregoing ordinances, resolutions was duly made by posting true copies thereof at five of the most public places in said City as determined by Section 113.02 of the Codified Ordinances of the City of Twinsburg; each for a period of fifteen days commencing on the _____ day of _____, 2006

Cynthia A. Kaderle, CMC
Clerk of Council
City of Twinsburg

PROPOSED

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