

ORDINANCE NO. 9-16

**AN ORDINANCE ESTABLISHING LIMITS FOR WAGES AND DETERMINING OTHER PROVISIONS RELATIVE TO POSITIONS OF EMPLOYMENT OF CLASSIFIED SUPERVISORY PERSONNEL FOR AREAS NOT INCLUDED IN ANOTHER WAGE OR SALARY ORDINANCE IN THE CITY OF ASHLAND, OHIO; AND DECLARING AN EMERGENCY.**

**WHEREAS**, this Council desires to make provisions for the salaries and wages and other provisions relating to certain positions of employment of the City of Ashland, Ohio, in order to provide for the continued efficient, effective and adequate operation of the divisions of said City; and

**WHEREAS**, for the reason that it is immediately necessary to make such provisions for said salaries and wages in order to provide for the continued efficient, effective and adequate operation of said divisions of said City, this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, property, health, safety and welfare, now therefore,

**BE IT ORDAINED** by the Council of the City of Ashland, State of Ohio, 5 members thereto concurring:

**Section 1.** That limits for salaries, wages, and other provisions relative to positions of employment of classified supervisory personnel in the City of Ashland are hereby established as follows:

**I. POSITIONS AND COMPENSATION**

The various divisions of the City shall consist of the following created positions, except as otherwise authorized. Employees herein may receive compensation as set forth or within the respective ranges of amounts set herein. All compensation on a salary basis shall be paid biweekly. Once every eleven years there are 27 pays. The next time this occurs will be 2026, and in that year salaries will be divided in 27 equal pays. Paychecks will be made available by direct deposit except when a special exception has been approved by the Appointing Authority. Wage ranges do not specify starting wages. The starting wage is dependent on qualifications.

Position Title	Hourly Wage Range
<b>POLICE</b>	
1 Police Captain	
Probationary	\$26.78 - \$35.00
Regular Captain	\$28.84 - \$41.00
1 Clerical Supervisor	\$10.50 - \$22.00

<b>FIRE</b>	
3 Assistant Fire Chiefs	
Probationary	\$18.54 - \$26.00
Regular Assistant Fire Chief	\$20.00 - \$41.00
1 Fire Safety Inspector - vacant	\$10.50 - \$22.00
<b>PARKS &amp; RECREATION</b>	
Arborist Supervisor	\$10.50 - \$25.00
<b>MAYOR- ENGINEERING</b>	
GIS Technician	\$15.00 - \$25.00
Transit Coordinator- In ORD V	\$15.00 - \$21.00
<b>STREET</b>	
Street Maintenance Crew Leader - vacant	\$10.50 - \$28.00
Vehicle Maintenance Foreman/System Coordinator	\$10.50 - \$30.00
<b>WATER DISTRIBUTION AND SEWER</b>	
Utility Maintenance Supervisor	\$11.50 - \$30.00
<b>SANITATION</b>	
Sanitation Supervisor	\$10.50 - \$30.00

## II. EMPLOYEES' GROUP INSURANCE

The City shall continue to pay eighty percent (80%), including any increases thereof, of group insurance as designated by Council including but not limited to: medical, hospitalization, surgical and health care coverage. All permanent employees with a workweek of thirty (30) hours or more are eligible for Group Insurance.

The City shall provide, subject to limitations imposed by the insurance carrier, not less than \$20,000.00 term life insurance group policy, as designated by Council, for all permanent employees with a workweek of thirty-two (32) hours or more. The total premium shall be paid by the City effective April 1, 2006.

Deductions for health insurance and other benefits shall be made each pay period.

## III. OVERTIME COMPENSATION FOR CITY EMPLOYEES

Each permanent and temporary hourly employee of the City, who is employed forty hours or more per week by the City, shall be paid at the rate of one and one-half (1½) times his or her hourly rate of pay for each hour he or she is

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required to work excluding standing by, within a calendar week, in excess of forty hours in a work week, including (as to permanent employees only) holidays and vacation, provided such overtime work is determined by the department head to be necessary and said determination is approved by the elected position, and further provided that in no event shall one and one-half (1½) times the hourly rate of compensation be paid unless the employee works in excess of forty (40) hours in said week.

An hourly street division employee called in to work shall be paid for a minimum of two (2) hours. Fire Assistant Chiefs will receive overtime pay for hours worked in excess of fifty-two (52) in a work week (averaged). The overtime rate is one and one-half of their forty (40) hour rate.

~~Police Captains and Fire Assistant Chiefs~~ CLASSIFIED SUPERVISORS may receive, in lieu of said overtime, time off with pay at the rate of specified above; provided, however, that any such time off with pay be scheduled subject to the approval of the Chief to which such employee is assigned and further subject to the following conditions:

1. Such compensatory time shall be given in lieu of pay, and any such overtime on any day shall be compensated for either as pay or as compensatory time but not as a combination thereof; provided however, overtime to be calculated as compensatory time on any day shall be for a minimum of one hour.
2. Compensatory time, which is unscheduled as time off, may be accrued by an employee up to an amount not to exceed twenty-four (24) hours at any one time. Any overtime hours worked which would result in an excess of twenty-four (24) hours unscheduled compensatory time shall be paid on the pay date for the pay period in which the hours were worked and consistent with paragraph (1) above.

#### IV. VACATION

Vacation is earned by classified supervisory hourly employees working no less than forty (40) hours per work week. All employees shall receive paid vacations according to the following schedule as appropriate:

<u>Length of Service</u>	<u>Vacations</u>
After one (1) year	2 weeks/80 hours/5 tours
After seven (7) years	3 weeks/120 hours/8 tours
After fourteen (14) years	4 weeks/160 hours/10 tours
After twenty (20) years	5 weeks/200 hours/13 tours

The amount of vacation, within the balance of the calendar year from the date of hire, shall be prorated in order that, thereafter, vacation accrual and wages shall be on a calendar-year basis.

Employees will receive full pay when taking vacation.

If any employees entitled to vacation under this section are deceased before taking their vacation, their heirs or estates will receive the vacation pay the deceased employee would have received.

Employees who resign or retire will receive their vacation pay, provided they give notice in writing to the appointing authority at least two weeks prior to their separation. Employees who are separated from employment by the City because of reduction in force will receive their vacation with pay before separation of employment.

Vacations are to be taken at such times and in such manner so as not to hinder or interrupt the operations of the various divisions and shall be at the discretion of the appointing authority or division director. Vacation time shall be used no less than in one-hour increments.

An employee may request that vacation time be carried over from one year to another, but not without the express written authorization of the appointing authority. This carry-over shall be limited to one week (40 hours) and determined on a case by case basis. Other amounts of vacation time that is unused within the year granted, unless a carry-over is granted, shall be deemed forfeited. The deadline for requesting vacation carryover is the first day of November. Also, see City of Ashland C.O. 155.03

## **V. SICK LEAVE**

Employees of the City of Ashland whose regularly scheduled service consists of thirty-two hours or more shall be entitled to sick leave. Employees working a forty hour or more work week shall earn four and six-tenths (4.6) hours per each completed eighty hours of service. Employees working a thirty-two hour work week shall earn three and sixty-eight hundredths (3.68) hours per each completed sixty-four hours of service. Employees may use sick leave, upon approval of the division director, for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to other employees, or due to illness or injury in the employee's immediate family. "Immediate family" shall be defined to only include the employee's spouse and children including non-residential children for whom the employee must assume temporary primary care, children shall be defined as being eighteen (18) years of age or younger; and the employee's parents, parents-in-law or grandparents in the event of a medical emergency that requires the presence of the employee or for whom the employee has primary care with verifiable evidence.

When sick leave is used for death in the immediate family, "immediate family" shall be defined as mother, father, brother, sister, child or step-child, spouse, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law, legal guardian or other

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person who stands in the place of parent (in loco parentis) of employee or employee's spouse. Up to three (3) days of sick leave may be used for death in the immediate family.

When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from previously scheduled work (no less than one-hour increments) unless otherwise approved by the Appointing Authority (elected officials).

Each employee, at the time of retirement from active service with the City and with ten or more years of service with the City, may elect to be paid in cash for one-fourth of the value of his accrued, but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment that may be made under this paragraph shall be for one-fourth of 344 days. Due to the varying work schedules of employees of the City, a "day," within the meaning of this paragraph, shall consist of the number of hours as follows:

- 1) 6.4 hours for a regular work week of 32 hours
- 2) 8.0 hours for a regular work week of 40 hours
- 3) In the case of any other regular workweek, in excess of 32 hours, the number of hours in a "day," for the purpose of this provision, shall be determined by dividing the number of hours of the regular workweek by five, and the result thereof being the number of hours in a day for that work schedule.

In the event of the death of an active employee of the City, having at the time of death ten or more years of service with the City, the estate of such employee shall be entitled to be paid in cash for one-fourth of the value of his accrued but unused sick leave credit, subject to the same limitations and provisions as set forth above.

In order to receive compensation while absent on sick leave, each employee shall promptly take steps, in the manner as may be specified by the division head, to notify his immediate superior of his illness and, thereafter, shall make written application for such compensation.

Employees shall receive one (1) day of vacation bonus for perfect attendance for any fixed three (3) month period the employee does not use any sick leave. Such time must be taken within one (1) full year of the date earned or it will be forfeited. Usage of such bonus shall be in whole days. Injury leave used pursuant to Section VII or Funeral Leave pursuant to Section VIII shall not affect the earning of such bonus. Time off for disciplinary action per the City of Ashland Standards of Conduct will cause the employee to be ineligible to earn a bonus day for the fixed period. Fixed periods to be: Fixed periods to be: January 1 – March 31; April 1 – June 30; July 1 – September 30; October 1 - December 31.

Perfect attendance days shall not apply to permanent full-time hourly employees whose first day as a fulltime employee for the City of Ashland is after JAN 01, 2009.

When sick leave abuse may be indicated and before an absence may be charged against accumulated sick leave, the Appointing Authority may require proof of illness, injury or death as may be satisfactory to the Appointing Authority, or may require the employee to be examined by a physician designated by the Appointing Authority and paid by the Employer.

If an employee fails to submit adequate proof of illness, injury or death upon request, or in the event that such proof is submitted or upon the report of medical examination, the Appointing Authority finds there is not satisfactory evidence of illness, injury or death sufficient to justify the employee's absence, such leave may be considered an unauthorized leave and shall be without pay, as well as subject to disciplinary action.

Involuntary Disability Separation. An employee who is unable to perform the functions of his/her position due to illness or injury for a period of not less than ninety (90) days and who is unable to provide a point in time at which he/she may be able to return to full duty, may be subject to Involuntary Disability Separation. With the Approval of the Appointing Authority, the administrative employee may receive payment in full of accrued benefits, including sick leave and may be eligible to receive a severance payment.

## **VI. HOLIDAY**

All classified supervisory support staff employees of the City contained in this ordinance shall receive a regular working day's pay for the following holidays: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, the Day After Thanksgiving and Christmas and one personal holiday. (An employee shall earn personal time based on average regular hours worked per week.) To be eligible to receive any holiday compensation, as herein provided, an employee must have been continuously employed with the City for at least thirty (30) days. To be eligible for the personal holiday an employee must be continuously employed with the City for at least ninety (90) days. Said personal holiday shall be taken within the calendar year and may be taken as a whole day or any part thereof, but is subject to the approval of the appropriate division head.

An employee may elect to be paid for an unused personal holiday or balance thereof.

Personal holiday bonus shall not apply to classified supervisory support staff whose first day as a fulltime employee for the City of Ashland is after JAN 01, 2009.

## **VII. INJURY LEAVE**

Any employee who suffers an occupational work related injury or occupational illness may elect to receive wage continuation in lieu of compensation from the Ohio Bureau of Workers' Compensation per the City's Wage Continuation Program as described in the Employee Handbook.

## **VIII. FUNERAL LEAVE**

In the event of death in the immediate family of an administrative employee, the employee may be granted leave, with full pay, not to exceed two (2) workdays to make household adjustments or to attend services.

For this purpose, "immediate family" shall be defined to only include the employee's spouse, children and their spouses, dependent(s) living in the home of the employee and the employee's parents and parents-in-law.

To qualify for funeral leave, the employee must be permanent working no less than 40 hours per week.

## **IX. ADMINISTRATIVE LEAVE**

Administrative Leave may be granted to the employee upon approval of the Appointing Authority and Division Director. Such leave shall be without pay and shall not be used in conjunction with sick leave or FMLA, unless specifically requested by the employee and approved by the appointing authority. The appointing authority may determine to continue benefits during the period of absence upon a showing of good cause.

## **X. MISCELLANEOUS**

### **~~A. PERMANENT FULL TIME EMPLOYEES' PAYROLL SAVINGS~~**

~~A payroll deduction shall be made available to all employees wishing to enroll in a payroll savings plan.~~

### **B. CLASSIFIED SUPERVISORY STIPEND**

Each Classified Supervisor shall receive a stipend in the amount of \$300.00 shall be given to each employee who serves as a Supervisor and reports directly to a Division Director by request of the Division Director and approval of the Appointing Authority for their responsibility to supervise employees and perform work in specialized areas of expertise. Payment shall be paid on or before the first of December each year.

Classified supervisory stipend shall not apply to supervisors whose first day as a fulltime employee for the City of Ashland is after JAN 01, 2009 and thereafter.

**C. CHRISTMAS GIFT**

Each permanent employee, who is employed with the City as of November 15<sup>th</sup>, may receive as part of his or her compensation for his or her services, in addition to any and all compensations otherwise provided, a gift card, certificate or cash in the amount of \$20.00 to be presented to each employee during the Christmas holiday season.

**D. LAY OFFS**

Any employee in this ordinance who is currently drawing retirement from a retirement system including but not limited to Public Employees Retirement System and Police and Fire Retirement System, shall be the first employee laid off where because of lack of work, lack of funds or reorganization resulting in abolishment of job or functions, the employer determines it necessary to reduce the size of its work force.

**E. FIRE INSPECTOR UNIFORM ALLOWANCE**

Each Fire Inspector, appointed after 2009, shall be permitted to purchase new uniforms or parts thereof, when deemed necessary and approved by the chief of fire. Receipt(s) of purchase must be presented for reimbursement up to three hundred dollars (\$300.00) annually.

**F. CLASSIFIED SUPERVISORY PERSONNEL EDUCATION STIPEND**

With the approval of his/her appointing authority a classified supervisory employee who has received an Associates Degree in a field of study complimentary to his/her supervisory responsibilities, shall receive additional pay in the amount of three hundred dollars (\$300.00) annually.

With the approval of his/her appointing authority a supervisory employee who has received a Bachelor of Arts or a Bachelor of Science Degree in a field of study complimentary to his/her supervisory responsibilities shall receive additional pay in the amount of nine hundred dollars (\$900.00) annually, and

With the approval of his/her appointing authority a supervisory employee having a Bachelor of Arts or a Bachelor of Science degree that has successfully completed (A or B average) thirty (30) post graduate hours in a field of study complimentary to his/her supervisory responsibility shall receive an additional amount of three hundred dollars (\$300.00) annually, or

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With the approval of his/her appointing authority a supervisory employee having a Bachelor of Arts or a Bachelor of Science degree that has successfully completed (A or B average) a Masters Degree in a field of study complimentary to his/her supervisory responsibility shall receive, in addition to compensation for the Bachelor of Arts or Bachelor of Science degree, an additional amount of five hundred dollars (\$500.00) annually.

With the approval of his/her appointing authority a supervisory employee holding a degree or in pursuit of a Masters Degree as indicated above shall submit a copy of transcript of degree to the Director of Human Resources upon the passage of this ordinance or upon receiving the degree. Any employee receiving a degree within the Year shall be on a pro-rata basis

Employees with multiple college degrees as of December 06, 2011 may receive multiple education stipends. Employees who attain multiple college degrees after December 06, 2011 are entitled to receive only one education stipend for their highest degree.

Classified supervisory education stipends shall not apply to supervisors whose first day as a fulltime employee for the City of Ashland is JAN 01, 2009 or thereafter.

**XI. TABLES OF ORGANIZATION FOR POLICE AND FIRE DIVISION**

Tables of Organization for Police and Fire Division are established per Ordinance No. 31-08 (Police) and Ordinance No. 62-07 (Fire) or as may hereafter be amended.

Police		Fire
1 Chief		1 Chief
1 Captain		3 Assistant Chiefs
4 Lieutenants		6 Captains
5 Sergeants		27 Firefighters
21 Officers		

**XII. POLICE AND FIRE DIVISIONS – ADDITIONAL PROVISIONS**

- A. Regular Police Captain and Regular Assistant Fire Chief shall be 10% over the Police Lieutenant IV and Regular Fire Captain pay ranges respectively. The regular fire captain pay range includes the maximum longevity payment and certification stipend(s) regardless if there is a captain at the maximum.

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- B. Uniform Allowance – Police. The Captain of the Police Division who is in the classified category of Civil Service shall receive an annual allowance of nine hundred seventy-five dollars (\$975.00) payable in quarterly installments.

2009 Uniform Allowance – Police. The Captain of the Police Division appointed in 2009 and thereafter, shall be permitted to purchase new uniforms or parts thereof, when deemed necessary and approved by the chief of police. Receipt(s) of purchase must be presented for reimbursement up to nine hundred and seventy five dollars (\$975.00) annually.

- C. Overtime – Police Captain. The Captain of the Police Division shall be paid at the rate of one and one-half times his or her hourly rate of pay for each hour that he or she is required to work over forty (40) hours, including vacation, during each week of the pay period, as a result of courtroom appearance, special events, or as directed and authorized by the Chief of Police. In the event an officer is called in to work overtime, not in conjunction with his shift, and works less than one hour, he shall receive two (2) full hours compensation therefore.

- D. Special Assignments – Police Captain. The Captain of the Police Division may be hired by various organizations of the community, with the approval of the Chief of Police and the Mayor, to work special assignments, such as crowd control. Such services shall be performed at and under the direction of the Chief of Police. Payment for such services, as follows, shall be made by the hiring party. Any Captain working such a special assignment shall be paid at the rate of double his or her hourly rate of pay for each hour that he or she is required to work thereat. The cost to the hiring party of hiring police officer service shall also include all other benefits applicable to said police officer's regular employment with the City of Ashland, including but not limited to pension and workers' compensation costs.

- E. Personal Property Damage – Police and Fire. The Captain of the Police Division, and the Assistant Chiefs of the Fire Division, shall be reimbursed up to three hundred dollars (\$300.00) for the repair or replacement of personal attire if damaged in the line of duty and not due to the employee's negligence. Such reimbursement must be approved by the Chief and Appointing Authority and a receipt, as proof of replacement, must accompany request.

- F. Education and Other Pays – Police. The Captain who has received a training certificate attesting to the satisfactory completion of all Law Enforcement courses offered toward an Associate Degree in Law Enforcement shall receive additional pay in the amount of two hundred dollars (\$200.00) annually. Any Police Captain who has received an

Associate Degree in Law Enforcement shall receive additional pay in the amount of four hundred dollars (\$400.00) annually. Any Police Captain who has received a Bachelor Degree in Law Enforcement or related fields shall receive additional pay in the amount of eight hundred dollars (\$800.00) annually. Educational stipends shall be prorated for any year in which the employee becomes eligible for the stipend; or any year in which the employee advances to a higher level of stipend; or any year in which the employee is not employed in good standing for the entire year. Payment shall be made during the first pay period in December.

Education and Other Pays – Police – Does not apply to Captains whose first day as a fulltime employee for the City of Ashland is after JAN 01, 2009 and thereafter.

- G. Education and Other Pays – Fire. Assistant Fire Chiefs who choose to pursue an Associate Degree or Bachelor Degree shall receive tuition reimbursement for one class per semester. The Appointing Authority must approve the class prior to enrollment. Appropriate degrees include Business Management, Fire Science, Fire Technology, and Organizational Behavior. The reimbursement is according to final grades for the class: A – 100%, B – 90%, C – 50%. It is the responsibility of the Assistant Chief to register for the class and provide the City with grades and invoice.

Education and Other Pays – Fire – Does not apply to Assistant Fire Chiefs whose first day as a fulltime employee for the City of Ashland is after JAN 01, 2009 and thereafter.

- H. Uniform Allowance – Fire. Each Assistant Fire Chief who is in the classified category of Civil Service shall receive an annual allowance of eight hundred seventy-five dollars (\$875.00) for uniforms. Such allowance shall be payable in quarterly installments.

2009 Uniform Allowance – Fire. Each Assistant Fire Chief of the Fire Division appointed in 2009 and thereafter, shall be permitted to purchase new uniforms or parts thereof, when deemed necessary and approved by the Chief of Fire. Receipt(s) of purchase must be presented for reimbursement up to eight hundred seventy five dollars annually.

- I. Hours of Work – Fire. The normal workweek shall be an average of fifty-two (52) hours per week. The normal workweek may be modified as determined by the Fire Chief to fit the needs of the Department.
- J. Overtime – Fire. Each Assistant Fire Chief when performing assigned overtime work will receive overtime pay for all hours actually worked in excess of their normally scheduled work week at the rate of one and one-half (1½) times the employee's forty (40) hour rate.

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- K. Dormitory Allowance – Fire. Each Assistant Fire Chief shall receive an annual allowance of one hundred fifty dollars (\$150.00) for dormitory living expenses. Said allowance is to be payable in quarterly installments.

Dormitory Allowance – Fire – Does not apply to Assistant Fire Chiefs whose first day as a fulltime employee for the City of Ashland is after JAN 01, 2011 and thereafter.

- L. Standby – Fire. The Assistant Fire Chiefs assigned stand-by duty shall be paid the amount of one and one half dollars (\$1.50) for each hour of stand-by duty, regardless of whether the employee is recalled to work or not.

- M. Holidays – Police. A Police Captain shall receive as compensation for City recognized holidays, the amount equal to eighty (80) of his or her regular hours pay, or eighty (80) compensatory time, based on a forty (40) hour work week. Payment for unused time shall be made on or before the first of December of each year. A Police Captain must have been an employee of the City at the time of the respective holidays in order to receive compensation therefore. A Police Captain shall be paid the time and one-half (1½) overtime rate for all hours worked on Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

- N. Holidays – Fire. Each Assistant Fire Chief shall receive as compensation for City recognized holidays the amount equal to one hundred twenty (120) of his or her regular hours pay based upon a fifty-two (52) hour work week. Assistant Fire Chiefs must have been an employee of the City at the time of the respective holidays in order to receive compensation therefore. Any Assistant Fire Chief working from 12:00 a.m. to 12:00 p.m. New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day shall receive the overtime rate for all hours actually worked therein.

- O. Personal Day – Police and Fire. The Police Captain and Assistant Fire Chiefs shall receive one (1) Personal Holiday which may be used upon approval of the Chief of Police or the Chief of Fire, respectively, and in accordance with the provisions for a Personal Holiday set forth in ordinance.

Personal Day – Police and Fire. Personal day shall not apply to any Police Captain and Assistant Fire Chief whose first day as a fulltime employee for the City of Ashland is after JAN 01, 2009 and thereafter.

- P. Shift Differential (Police Captain Only). The Police Captain working 3:00 pm to 7:00 am shall earn a shift differential of forty-five cents (\$.45). Shift differential shall only be paid for hours actually worked on such shift. Shift differential shall not be paid with any paid leave credits.

**Section 2.** The benefits provided herein shall be effective from January 1, 2016, and shall remain in effect until further action by Council. Wage and salary benefits may be implemented as follows for those regular full-time employees with one year's continuous employment with the City who are not members of a bargaining unit. Effective the first full pay period of January 2016, employees shall receive a 2% wage increase.

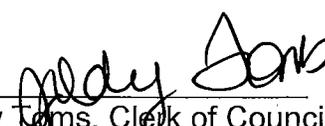
Any wage or salary granted in accordance with the provisions of this Ordinance for any City employee may only be granted with approval of the Mayor, or Director of Finance, or Director of Law, or Judge of the Ashland Municipal Court taking into consideration the division director's recommendation and/or employee evaluations. Also with the approval of a majority of City Council, employees may be granted a temporary wage increase while performing duties of a position temporarily vacated due to extended sick leave, retirement, or other extended Leave of Absence. Paychecks will be made available by direct deposit except when a special exception has been approved by the Appointing Authority.

**Section 3.** In the event this ordinance is not passed by the first pay of 2016, the above described wages or salary shall be retroactive to ~~January 1, 2016~~ DECEMBER 27, 2015 for current employees only.

**Section 4.** The rate of base compensation (i.e. not including other benefits, such as, but not limited to, overtime, holiday compensation, sick leave conversion upon retirement, working during one week of vacation, etc.) paid to any employee for any individual pay period during the effective period of this Ordinance shall at no time be in excess of the base salary or hourly wage range or specific amount, as the case may be, as set forth in this Ordinance.

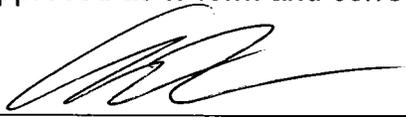
**Section 5.** This ordinance shall take effect and be in force from and after its passage by Council and approval pursuant to Section 12 of the Charter of the City of Ashland, Ohio

Passed February 16 2016   
Ruth Detrow, President of Council

Attest:  Approved:   
Jody Tombs, Clerk of Council Gen P. Stewart, Mayor

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Approved as to form and correctness:



Richard P. Wolfe II, Director of Law

Date: February 16, 2016