ORDINANCE NO. 2026-03
INTRODUCED BY: Mayor Bodnar

AN EMERGENCY ORDINANCE AMENDING CHAPTER 153 OF THE CODIFIED ORDINANCES OF MAYFIELD VILLAGE, OHIO PERTAINING TO WAGES, BENEFITS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT AND REPEALING SUCH OTHER ORDINANCES AS ARE INCONSISTENT HEREWITH

BE IT ORDAINED BY THE COUNCIL OF MAYFIELD VILLAGE, OHIO, THAT:

SECTION 1. Effective January 1, 2026, except as herein otherwise provided, Chapter 153 of the Codified Ordinances of Mayfield Village, Ohio, is hereby amended to read as follows:

CHAPTER 153
Employment Provisions

CROSS REFERENCES

Welfare of employees - see Ohio Const., Art. II, §34
Workers' compensation - see Ohio Const., Art. II §35; Ohio R.C. Ch. 4123
Wages and hours on public works - see Ohio Const., Art. II. Sec. 37; Ohio R.C. Ch. 4115
Civil service - see CHTR. Art. V §6
Deductions for dues and savings - see Ohio R.C. 9.41, 9.43
Deductions for municipal income tax - see Ohio R.C. 9.42
Public Employees Retirement System - see Ohio R.C. Ch. 145
Expenses for attendance at conference or convention - see Ohio R.C. 733.79
Strikes by public employees - see Ohio R.C. Ch. 4117
Conflict of interest - see GEN. OFF. 525.15

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153.01 APPLICABILITY

Except as herein otherwise provided, the provisions of this Chapter shall apply to those employees of Mayfield Village (hereinafter "Municipality") not included in a collective bargaining agreement pursuant to Article III, Section 17 of the Charter of Mayfield Village. The provisions of this Chapter shall not apply to seasonal employees.

153.02 BONDS

Each of the following officers and employees of the Municipality in addition to such others as Council may from time to time designate, shall furnish a bond for the faithful performance of the duties of his or her office or position in the sum indicated:

Finance Director.....$50,000

(Ord. 89-22. Passed 7-17-89.)

153.03 BASIS OF PAY

All employees of the Municipality except elected officials, members of boards and commissions, and certain part-time and seasonal employees of the Recreation Department whose pay rates are covered by separate ordinance, shall be paid on an hourly basis with their paychecks being delivered to them at a time after they submit to the Finance Department an approved time sheet for the two (2) week pay period most recently concluded and the Finance Department has calculated their pay based on the submitted time sheet.

153.04 DEFINITION OF PERMANENT FULL-TIME EMPLOYEE

For purposes of this Ordinance and benefits contained herein, a permanent full-time employee is defined as a person who works forty (40) hours per calendar week on the same job. Part-time positions held by full-time employees do not qualify for additional benefits or overtime pay for their part-time employment. Further, part-time employees are entitled to no benefits unless specifically granted elsewhere in this ordinance. All full-time employees will serve an initial probationary period not to exceed 12 months from his or her date of hire as well as an additional 12-month probationary period in the case of promotion. During the initial probationary period, an employee can be dismissed by the

Municipality as it sees fit. During the promotional probationary period, an employee may be reverted to his or her former position by the Municipality.

153.05 STANDARD WORK WEEK

a) All rates in the compensation ordinance are based on a forty (40) hour weekly schedule, paid on a bi-weekly basis.

b) The standard work week shall be forty (40) hours in a seven (7) day period for full-time employees of the Municipality. Full-time employees who work an eight (8) hour day are provided with a one-half (1/2) hour paid lunch break.

153.06 OVERTIME

a) Except for those employees not covered by the overtime provision of the Fair Labor Standards Act, or the regulations promulgated pursuant thereto, all full-time employees and all eligible part-time employees shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular hourly rate for that time actually worked in excess of forty (40) hours during a seven (7) day work week when approved by that employee's Department Head for employees who are normally scheduled to work a forty (40) hour week. Part-time firefighters shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular hourly rate for time actually worked in excess of fifty-three (53) hours in a seven (7) day work period.

b) All overtime shall be approved in advance by an employee's Department Head, unless there exists an emergency that threatens the health, safety or welfare of the Municipality.

c) If an employee is scheduled for training or seminars while on vacation or holiday, the employee shall be paid regular time and restored that vacation or holiday time lost. No overtime will be paid in this situation.

d) Time changes relevant to daylight savings shall not entitle the Municipality to dock pay nor to pay additional time on those days, as same will balance out.

e) All full-time employees, shall, at their election, be able to accrue compensatory time at one and one-half (1-1/2) times the number of overtime hours worked in lieu of cash payment at the same rate that overtime would have been calculated (time and one-half vs. straight overtime), up to a maximum of one hundred twenty (120) hours. In the event an employee works overtime when his or her "compensatory time bank" is at one hundred twenty (120) hours, he or she shall be paid cash for such overtime. Employees shall be required to cash out all accumulated comp time over forty (40) hours at the end of each calendar year and have the option of cashing out all accumulated hours of comp time on a semi-annual basis. Any unused comp time will be cashed out upon the employee's separation from employment.

f) Holidays, compensatory time, personal/miscellaneous days and vacation time, shall be considered time actually worked. Sick leave and bereavement leave will not be considered time actually worked for the purposes of calculating overtime.

g) Those full-time employees called to work on an emergency basis outside of their scheduled working hours shall be paid at their regular hourly rate and shall be paid for a minimum of three (3) hours. In the event that the hours worked on an emergency basis as provided in this subsection are subject to the overtime provisions of subsection (a) hereof, then such employees shall be paid at one and one-half (1-1/2) times their regular hourly rate for a minimum of three (3) hours and thereafter in increments of fifteen (15) minutes.

h) Full-time Department Heads and the Assistant Fire Chief / Fire Marshal shall be entitled to compensatory time of one (1) hour for each hour actually worked in excess of forty (40) hours in a seven (7) day work period. The compensatory time authorized herein may be accumulated to a maximum total of eighty (80) hours. Compensatory time used from this accumulation shall only be used with the approval of the Mayor. The overtime provisions of this subsection are not required by the Fair Labor Standards Act and are accorded to the employees covered by this subsection at the sole discretion of the Municipality with the Municipality reserving the right to rescind the overtime granted herein. Up to sixty (60) hours of unused comp time may be cashed out on a semi-annual basis and will be cashed out upon the Department Head's separation from employment.

i) Any secretarial or clerical employee who attends a meeting of Council or Planning and Zoning or Architectural Review Board or any other meeting when requested by the Mayor or Council for the purpose of recording the minutes of such meetings shall receive compensation at the rate of one and one-half (1½ times) the normal hourly rate as established herein. The secretarial or clerical employee attending the meeting shall be paid for a minimum of two (2) hours for such attendance.

j) When a Service Department employee is called in to work during the hours between 12:00 midnight and 8:00 A.M. and the Service Director deems the situation to be an emergency, that employee will be compensated at rate of one and one half (1-1/2) times his or her regular rate of pay.

k) When a full-time Service Department employee is assigned by the Service Director to work as a crew leader for a minimum of four (4) hours on a single shift, that employee shall be compensated an additional two dollars ($2.00) per hour for each hour actually worked in that capacity.

l) Part-time Firefighters who respond to shift or general calls, or any other emergency or manpower call-in sanctioned in accordance with Fire Department Rules and Regulations, Standard Operating Procedures, and/or Standard Operating Guidelines, shall receive minimum pay of two (2) hours of overtime compensation calculated at one and one-half (1-1/2) times their rate of pay and every hour thereafter will be paid at their assigned rate of pay,

provided that the responding employee arrives to the Fire Station within thirty (30) minutes of the official call-in time recorded in Dispatch. Where the response is prior to the beginning of an employee's assigned shift, the employee may sign a call-in sheet if the official call-in time is greater than or equal to thirty (30) minutes prior to the beginning of the employee's assigned shift time. If any assistance is rendered by the employee within the thirty (30) minute period prior to the beginning of the shift, the employee may sign in early for the shift and be compensated accordingly. For shift or general recalls, or any other emergency or manpower call-in lasting longer than two (2) hours, the Fire Chief may permit exceptions to the thirty (30) minute response time.

m) Part-time employees shall have the option of banking up to eighty (80) hours of regular or overtime hours. These hours may only be used when the employee takes a bereavement, sick or vacation day in place of a regularly scheduled work day. The employee shall have the option of cashing out any unused hours at the end of the calendar year.

153.07 JURY DUTY, TRAVEL, CONFERENCES AND OTHER EXPENSES

a) Internal Revenue Service permissible payment per mile is hereby allowed to reimburse employees who are required to make trips on behalf of the Municipality in their own automobiles, other than transportation to and from work, to be paid from the Treasury upon approval of the Mayor and the Director of Finance. This sum shall be paid to all employees, elected or appointed, full or part-time. If the trip replaces the employee's normal commute, reimbursable miles will be offset by the employee's normal commute.

b) Any elected or appointed Municipal officer, deputy or assistant or an employee of the Municipality may attend, at the expense of the Municipality, any conference or convention relating to municipal affairs if authorized by the Mayor and the Department Head, and if the fiscal officer of the Municipality certifies that funds are appropriated and available for such purpose. Such person shall be reimbursed for meals and lodging. If the attendance at such conference does not require overnight accommodation, the employee will be reimbursed for meals up to fifteen dollars ($15.00) for lunch or dinner upon presentation of receipts to the Finance Director. If attendance at such conference requires overnight accommodation, the employee shall be provided a Fifty dollar ($50.00) per diem for each day of travel requiring overnight accommodation and a Fifteen dollar ($15.00) per diem for the day of travel returning home.

c) All employees who are summoned to jury duty in the municipal, county or federal court system must advise their Department Head immediately upon receiving same. If the employee is scheduled to work during said scheduled jury duty, the employee will be paid his or her regular compensation for that time period. An employee who finishes jury duty early, should report for duty for the balance of his or her regular shift. Similarly, an employee will work as much as his or her shift as possible before reporting for jury duty taking into account reasonable travel time. Notwithstanding the above, the Department Head shall determine, in each individual case, the time an employee shall be released from work to report for jury duty and the time an

d) employee shall return to work after being released from jury duty, whether released and on call, or released after completion of full jury duty service.

153.08 UNIFORM ALLOWANCE

a) Uniform items for Police Department employees shall conform to the specifications required by the Department's Manual of Rules and Regulations, subject to the approval of the Chief of Police. All items purchased by the Municipality shall be and remain the property of the Municipality.

b) The Police Department, upon approval and having received an authorized purchase order and number from the Finance Department, shall purchase and maintain items necessary to equip the Chief of Police, each Auxiliary Police Officer, each part-time Police Officer, and each Dispatcher as listed on the appropriate Schedule on file with the Police Chief and previously approved by the Mayor and Council. In the event that such officer is employed as a full-time or part-time police officer for another municipality, or has previously served as a Mayfield Village Auxiliary Police Office, and by reason thereof, has already had purchased for him or her any of the items appearing on the Schedule, and such items are fit for use in Mayfield Village, then the Municipality will not purchase such items for the officer and he or she shall not be entitled to receive such item. In the event an employee leaves employment with the Municipality or is dismissed before twelve (12) months have elapsed since hiring and the issuance of uniforms or gear, the uniform or gear must be returned to the Municipality or the Municipality will recover the cost of the uniform or gear on a prorated basis computed on full calendar months worked and the balance due to the Municipality will be deducted from the final salary payment.

c) The Fire Department, upon approval and having received an authorized purchase order and number from the Finance Department, shall purchase and maintain items necessary to equip the Fire Chief, Assistant Fire Chief/Fire Marshal, and each part-time Firefighter as listed on the appropriate Schedule on file with the Fire Chief. In the event that such Firefighter is employed as a full-time or part-time firefighter for another municipality, or has previously served as a Mayfield Village part-time Firefighter, and by reason thereof, has already had purchased for him or her any of the items appearing on the Schedule, and such items are fit for use in Mayfield Village, then the Municipality will not purchase such items for the Firefighter and he or she shall not be entitled to receive the cash equivalent of any such item. In the event an employee leaves employment with the Municipality or is dismissed before twelve (12) months have elapsed since hiring and the issuance of uniforms or gear, the uniform or gear must be returned to the Municipality or the Municipality will recover the cost of the uniform or gear on a prorated basis computed on full calendar months worked and the balance due to the Municipality will be deducted from the final salary payment.

d) Each full-time employee of the Service Department shall receive an annual uniform allowance in the amount of one thousand one hundred dollars ($1,100.00) to purchase and maintain necessary clothing and gear, including boots, overalls, jackets, and rain gear, as determined by the Service Director. Service Department employees shall be compensated for their uniform allowance in two payments per year, the first half paid by June 30th and the second half paid by December 31st of each calendar year. The payments shall be in the form of a payroll check payable to each employee and will include appropriate deductions. Amounts paid to new hires shall be prorated for the time period between the employee's first anniversary date and December 31st of that year. Similarly, upon termination, an employee would be entitled to a prorated share of the uniform allowance. Separate from the uniform allowance, the Municipality will continue to pay for Cintas uniform rentals and provide basic PPE (safety glasses, gloves, hearing protection, reflective vests, etc.) and high-visibility T-shirts and sweatshirts to each full-time Service Department employee.

e) Whenever a uniform item is damaged or destroyed in the line of duty, that item shall be replaced by the Municipality. Whenever a uniform item is lost or destroyed by an employee in a manner not related to the performance of his or her duty, then that item shall be replaced at the cost of the employee subject to the recommendation of the appropriate Department Head.

f) Whenever different or additional uniform items are required due to the promotion of a full-time member of the Police or Fire Department, the Municipality shall purchase those items with an approval for payment from the Chief of the Department.

g) There shall be no uniform allowance paid to Executive Assistants and/or Secretaries, however, departmental identifying clothing may be purchased at the discretion of the Department Head, with the approval of the Mayor.

153.09 <u>SICK LEAVE</u>

a) Sick leave shall be defined as an absence with pay necessitated by:

1) Illness or injury to the employee;
2) Exposure by the employee to a contagious disease communicable to other employees; or
3) Illness, injury, or death in the employee's immediate family.

b) All permanent full-time employees shall accumulate sick leave at the rate of four and six-tenths (4.6) hours for every eighty (80) hours worked, submitted and approved, and may accumulate such sick leave to an unlimited amount. However, at no time shall the number of sick leave hours accumulated exceed one hundred twenty (120) hours per year.

c) Employees covered under this section shall notify the Municipality of such absence and the reason therefore no later than one (1) hour after the start of the work day for which the employee is scheduled to report with the exception of safety personnel who shall report by their respective departmental rules and regulations. Before an absence may be charged against accumulated sick leave, the affected employee's Department Head, or Mayor in the case of a Department Head, may require proof of illness, injury, or death in the family as may be satisfactory to him, or may require the employee to be examined by a physician designated by and paid for by the employer. An employee absent for more than two (2) work days must supply a physician's report to be eligible for paid sick leave, if requested by that employee's Department Head.

d) If, upon request, the employee fails to submit adequate proof of illness, injury, or death in the family, or in the event that upon such proof as is submitted or upon the request of medical examination, the Department Head finds there is not satisfactory evidence of illness, injury or death in the family sufficient to justify the employee's absence, such leave may be considered an unauthorized absence and shall be without pay.

e) Any abuse or patterned use of sick leave shall be just and sufficient cause for disciplinary action including but not limited to reprimand, suspension and/or discharge.

f) Department Heads may require an employee who has been absent due to a personal illness or injury lasting more than three (3) days, prior to and as a condition of return to work, to be examined by a physician designated and paid for by the Municipality, to establish that such employee is not disabled from the performance of his or her duties and that his or her return to work will not jeopardize the health and safety of other employees.

g) When the use of sick leave is due to illness or injury in the immediate family, "immediate family" shall be defined to only include the employee's spouse, children, dependents who reside with the employee, parents, parents-in-law and individuals for whom the employee serves as the legal guardian.

h) Upon retirement, death and/or voluntary termination from service, all full-time employees hired before January 1, 2011 shall be entitled to receive credit and payment for accumulated but unused sick leave not to exceed nine hundred sixty (960) hours, provided that they have been employed by the Municipality for ten (10) years or more. For purposes of this Section, an employee shall be considered to have retired when such employee takes action that is inconsistent with any reasonable intent to continue employment with the Municipality.

i) Upon retirement, death and/or voluntary termination from service, all full-time employees hired on or after January 1, 2011, who have been employed by the Municipality for ten (10) years or more, shall be entitled to receive credit and payment for three-quarters (3/4) of their accumulated but unused sick leave not to exceed four hundred eighty (480) hours; all employees who have been employed by the Municipality for twenty (20) years or more, shall be entitled to receive credit and payment for three-quarters (3/4) of their accumulated but unused sick leave not to exceed nine hundred sixty (960) hours; and all employees who have been employed by the Municipality for twenty-five (25) years or more, shall be entitled to receive credit and payment for all of their accumulated but unused sick leave not to exceed nine hundred sixty (960) hours. For purposes of this Section, an employee shall be considered to have retired when such employee takes actions that are inconsistent with any reasonable intent to continue employment with the Municipality.

j) Any permanent full-time employee who has a sick leave accumulation of forty-five (45) days, has worked for the Municipality for at least twelve (12) months, and has not used any sick days earned during the current year shall be compensated at the end of the calendar year the equivalent of five (5) days' pay. Sick leave accumulation lawfully transferred from prior public employees shall be included for purposes of this section. If under the foregoing circumstances, the employee has used one (1) earned sick day during the calendar year, then said employee shall be compensated at the end of the year for four (4) days' pay. If, under the foregoing circumstances, the employee has used two (2) earned sick days during the calendar year, then said employee shall be compensated at the end of the year for three (3) days' pay. If, under the foregoing circumstances, the employee has used three (3) earned sick days during the calendar year, then said employee shall be compensated at the end of the year for two (2) days'

pay. If, under the foregoing circumstances, the employee has used four (4) earned sick days during the calendar year, then said employee shall be compensated at the end of the year for one (1) day's pay. All sick days paid under this section shall be at the option of the employee, shall be deducted from the employee's accumulated but unused sick leave, and shall be paid at the end of the calendar year.

k) If a full-time employee is scheduled to work on a holiday enumerated in Section 153.14 and cannot work due to illness, that day shall be considered a holiday day off and shall not be counted or compensated as a sick day.

l) An employee who transfers from one department of the Municipality to any other department of the Municipality shall be allowed to transfer accumulated sick leave to the new department.

m) "Hours of service" as used in this section includes overtime, vacations, holidays, sick leave, comp time and all other approved and paid leaves of absence from service. "Hours of service" does not include the additional compensatory time allowed an employee who works a holiday or has his or her normal day off on a holiday.

153.10 BEREAVEMENT LEAVE

In the event of death in the employee's immediate family, he or she shall be entitled to three (3) days off to arrange for and/or attend funeral services. An additional two (2) days could be granted for out-of-state funerals after a written request has been submitted and approved by the Mayor. The "immediate family" shall include the employee's spouse, children, dependents who reside with the employee, parents, parents-in-law, brothers, sisters, grandparents, grandchildren, brothers-in-law and sisters-in-law, and individuals for whom the employee serves as legal guardian. Should an exception to the aforementioned apply, such exception must be authorized by the Mayor. An employee's use of this leave while on vacation, holiday, or sick leave, shall result in the employee not being charged for such vacation, holiday or sick leave.

153.11 FAMILY AND MEDICAL LEAVE – Refer to Ordinance No. 2019-05

153.12 HOSPITALIZATION AND MEDICAL COVERAGE.

a) All permanent full-time employees shall be eligible to participate in a group health care plan established by the Municipality, which shall include medical, dental, vision, and prescription drug coverage. Such group plan may be provided through a self-insured plan or an outside provider, or a combination thereof. In each year of the contract, the Municipality shall offer a base plan and may offer alternate plans.

b) The plans currently being offered by the Employer are the Buckeye Ohio Risk Management Association Benefits Pool, Inc. (BORMA) Medical Mutual PPO–Standard Plans 2 and 3 and a high-deductible HSA plan funded at seventy-five percent (75%) by the Employer.

Employee monthly premium contributions will be ten percent (10%) of the cost of the premium of the plan selected by the employee and will be made through payroll deduction.

c) Permanent full-time employees of the Municipality not presently insured and new permanent full-time employees of the Municipality may join the plan at such intervals as may be authorized by the Municipality's medical insurance carrier, subject to the approval of the Mayor and Finance Director.

d) Dental and Vision Plans. The Employer will provide and pay the full premium for employees receiving dental and vision benefits.

e) Health Care Task Force. The Employer will continue to utilize a Health Care Task Force comprised of appropriate representatives of the Village administration and Village employees, including representatives of FOP Lodge 57 and IAFF Local 2619. The Health Care Task Force will be expected to study the issues of health care and health care cost containment and formulate recommendations which will be considered by the Employer.

f) Any permanent full-time employee, who is otherwise eligible to be covered under the group health care plan and who voluntarily withdraws from the above-referenced insurance coverage, shall be paid Four Hundred Fifty Dollars ($450.00) per month in lieu of employee plus dependent coverage and One Hundred Fifty Dollars ($150.00) per month in lieu of single coverage. These payments shall be made in equal quarterly installments. These payments will not be made to any person who is otherwise covered under the Employer's policy through a spouse or other family member. No payment can be made under this section until the employee provides proof to the Finance Director that he or she is covered under another health insurance policy.

g) The Employer will provide and pay the full premium on a $50,000 term life insurance policy for each permanent full-time employee. This amount is reduced by 35% at age 65, 50% at age 70, and 100% at age 75.

153. 13 <u>INJURY LEAVE</u>

a) When a full-time employee is injured in the line of duty, while actually working for the Municipality, he or she shall be eligible for paid injury leave not to exceed ninety (90) calendar days which shall not be deducted from any other accumulated compensated absence time, provided such employee files for Workers' Compensation.

b) Eligibility for injury leave must be approved by that employee's Department Head and the Director of Finance within ten (10) days of processing such employee's Workers' Compensation claim through the Department of Finance. Eligibility and approval of injury leave shall be based, in part, upon such employee's Workers' Compensation claim processed through the Department of Finance, and, if necessary, also based upon a physical examination by a physician appointed by the Municipality resulting in the physician's certification that the employee is unable to work due to the injury. The opinion of the designated physician shall

govern whether employee is actually disabled or not, but shall not govern whether the injury was duty related. In the event that the employee seeking eligibility for injury is a Department Head, the procedure for determining eligibility shall be the same as set forth herein above except that approval must be made by the Director of Finance and the Mayor. If the Director of Finance seeks eligibility for injury leave then the procedure for determining eligibility shall be the same as outlined herein above except that approval must be made by the Mayor.

c) Any limited assignments of duties shall be reviewed each seven (7) calendar days to determine if the employee is capable of resuming normal, unlimited duties and together with on-the-job injury time, shall not exceed ninety (90) days in duration.

d) Injury leave shall not exceed ninety (90) calendar days after the beginning of the leave unless an extension is granted by the Municipality. If possible, any extension shall be made at least ten (10) days prior to the end of the leave period. Said leave may be canceled at an earlier time as provided below:

(1) When an employee is released by his or her physician to return to work;

(2) At such time that the employee is declared capable of performing his or her normal duties by a physician appointed by the Municipality;

(3) If, prior to release for normal duties, it is determined by a physician that the employee is capable of performing limited work assignments, the employee shall immediately report for duty under the conditions set forth in the physician's certificate, if such limited work assignment is available.

e) When a permanent, part-time employee is injured in the line of duty, while actually working for the Municipality, he or she shall be eligible for paid injury leave not to exceed seven (7) calendar days. Injury leave paid during this seven (7) day period shall be for regularly scheduled work hours only.

153. 14 <u>HOLIDAYS</u>

a) The following ten (10) days shall be deemed to be holidays on the dates on which they are observed under the laws of the State of Ohio, unless otherwise designated by the Mayor: New Year's Day, Martin Luther King Jr. Day, Memorial Day, June 19 (Juneteenth) Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. A permanent full-time employee shall not be required to work on any of said holidays unless, in the opinion of the responsible Department Head, the employee's failure to work would impair the public service.

b) In addition to those paid holidays outlined above, each permanent full-time employee shall be entitled to forty-eight (48) hours as paid "personal/miscellaneous" time off. These hours accrue immediately on January 1 of each year and are not subject to proration upon retirement or termination.

c) Any new permanent full-time employee shall be entitled to personal/ miscellaneous hours in their first year of employment in accordance with their date of hire as follows:

January 1st through March 31st:	48 hours or
April 1st through June 30th:	32 hours or
July 1st through September 30th:	24 hours or
October 1st through December 31st:	16 hours.

d) The scheduling of personal/miscellaneous hours is subject to the approval of the employee's Department Head.

e) In lieu of the holidays and personal/miscellaneous time outlined above, full-time dispatchers shall receive eighty (80) hours of holiday time and forty-eight (48) hours of personal/miscellaneous time on January 1st as compensation for the holidays listed above. This holiday time shall be taken on a day during the calendar year to be picked by the dispatcher with prior approval by the Chief or the Communications Supervisor, except that the Municipality retains the right to schedule the use of holiday time on the holidays listed above. Full-time dispatchers will be able to cash out their holidays at the end of the year in the same manner followed by members of the F.O.P. These hours are subject to proration upon retirement or termination in the same manner followed for members of the F.O.P.

f) Any new permanent full-time dispatcher shall be entitled to holiday and personal/miscellaneous hours in their first year of employment in accordance with their date of hire as follows:

January 1st through March 31st:	128 hours or
April 1st through June 30th:	96 hours or
July 1st through September 30th:	64 hours or
October 1st through December 31st:	32 hours

g) Compensation For Holidays Not Worked: If not required to work on paid holidays, a full-time employee shall be entitled to receive pay at his or her regular rate of compensation on such holiday on which he has not worked provided, however, that if any employee without Department Head approval or just cause (as determined by the Department Head) fails to report to work on a regularly scheduled work day immediately preceding or immediately following such holiday, he or she shall not be entitled to compensation for the holiday not worked. If an employee's work schedule is other than Monday through Friday, he or she shall be entitled to a day's regular pay for a holiday observed on his or her day off, regardless of the day of the week on which it is observed.

h) Compensation For Holidays Worked: If a full-time employee works on one of the above-designated holidays, he or she shall be compensated at the rate of one and one-half (1-1/2)

times their hourly rate for each hour worked. Additionally, all full-time employees, other than full-time dispatchers who work the above-designated holidays, shall also be entitled to receive holiday pay. Part-time employees who are required to work on a holiday will be compensated at one and one-half (1-1/2) times their normal rate of pay for hours worked on the holiday during those hours for which full-time employees receive a holiday premium.

i) Compensation for Holiday During Vacation: If a full-time employee is on vacation during one of the above-designated holidays, that day shall be considered a holiday day off and shall not be counted or compensated as a vacation day.

j) All full-time and part-time employees of the Police and Fire Departments who work the majority of a shift on a holiday shall be compensated for the entire shift in accordance with the holiday pay provisions set forth hereinabove.

k) For work performed on the holidays described above and New Year's Eve, all part-time Firefighters will be compensated at their hourly rate times one and one half (1-1/2).

153.15 VACATION

a) Newly hired employees shall be entitled to one (1) day of vacation for every two (2) months of employment, not to exceed five (5) total vacation days. Such vacation days shall not accrue until after the employee has worked each two (2) month period.

b) An employee hired anytime during the year will be considered in his or her second year of employment effective immediately the following January 1st.

c) All vacation time shall be credited to an employee on January 1st of each year and employees may take their vacation at any time within the calendar year, subject to the approval of the head of the department in which the employee works.

d) In the event an employee voluntarily leaves employment prior to December 31st of any year, or is on an approved, unpaid leave of absence during the calendar year, vacation time for that year shall be prorated pursuant to the following formula:

$$\frac{\text{Accrued Vacation Days}}{365} \times \text{Number of Days of the Year Already Passed} = \text{Vacation Days Earned}$$

In the event an employee is on an approved, unpaid leave of absence during the calendar year, the "Number of Days of the Year Already Passed" in the above formula shall exclude the number of days of the unpaid leave of absence. In the event an employee has already taken more vacation time than that to which he or she is entitled at the time the employees gives notice that he or she is voluntarily terminating employment, the Municipality shall have the right to withhold all amounts otherwise owed the employee to the extent necessary to reimburse the Municipality.

e) Vacations shall not be cumulative, but must be taken within the year earned. Any vacation not taken within the year earned shall be forfeited unless specific permission to carry-over vacation time is obtained, in writing from the Mayor. The number of vacation hours carried over to the next calendar year shall not exceed forty (40) hours and are not subject to cash out upon termination of employment. Full-time employees may cash in any unused balance of vacation up to eight (8) hours at the end of the year at the rate at which it was earned.

f) Year of employment refers to the twelve (12) month period beginning January 1st and ending on December 31st.

g) The vacation schedule for all permanent full-time employees of the Municipality shall be as follows:

In the Year	Amount of Vacation
1	As Specified in Section 153.15(a)
2	80 hours
3	80 hours
4	80 hours
5	88 hours
6	96 hours
7	104 hours
8	112 hours
9	120 hours
10	128 hours
11	136 hours
12	144 hours
13	152 hours
14	160 hours
15	160 hours
16	160 hours
17	160 hours
18	160 hours
19 or more	200 hours

h) Employees with 15 to 18 years of employment as of January 1, 2011, shall freeze at their current level of vacation hours until their 19th year of employment when their vacation will be increased to 200 hours. Employees with 19 or more years of employment as of January 1, 2011 shall freeze at their current level of vacation for the duration of their employment with the Municipality.

i) The head of each department shall determine the schedule of vacations for the employees thereof.

j) "Year of Employment" as used in this Section pertaining to vacation schedules means years of employment with the Municipality only. Subject to the discretion of the Mayor and Council, an employee's prior years of public or private service may be counted as years of employment for the purpose of computing vacation time herein.

153.16 LONGEVITY

a) "Years of service" shall be defined as the total number of twelve (12) month periods of service completed on or before December 31st of each year. Each twelve (12) month period used to compute years of service commences on the anniversary date of the employee's first date of employment and ends on the last day prior to the employee's next consecutive anniversary date.

b) The only service that shall be used to compute longevity pay shall be years of service with the Municipality.

c) Each full-time employee of the Municipality shall be entitled to longevity pay increases in accordance with the following schedule:

For Not Less Than	But Less Than	Longevity Payment of
5 years	6 years	$1,175.00
6 years	7 years	$1,225.00
7 years	8 years	$1,275.00
8 years	9 years	$1,325.00
9 years	10 years	$1,375.00
10 years	11 years	$1,425.00
11 years	12 years	$1,475.00
12 years	13 years	$1,525.00
13 years	14 years	$1,575.00
14 years	15 years	$1,625.00
15 years	16 years	$1,675.00
16 years	17 years	$1,725.00
17 years	18 years	$1,775.00
18 years	19 years	$1,825.00
19 years	20 years	$1,875.00
20 years	21 years	$1,925.00
21 years	22 years	$1,975.00
22 years	23 years	$2,025.00
23 years	24 years	$2,075.00
24 years	25 years	$2,125.00
25 years or more		$2,175.00

d) All part-time employees of the Municipality who become full-time employees shall retain, for the purpose of computing their longevity pay, the years of service credited to their employment with the Municipality, as it currently appears on the personnel and payroll records of the Village. For purposes of this section, a year of service is defined as 2080 hours.

e) Longevity payments will be issued once a year. Payments will be made after December 1st of each year but no later than the first paycheck in December.

f) If an employee terminates employment before December, his or her longevity payment will be prorated and paid with his or her final paycheck.

153.17 EDUCATIONAL BENEFIT

a) All permanent full-time employees who have earned an Associate Degree relating to the field of their employment shall be entitled to additional compensation equal to two percent (2%) of their 2010 base pay. All full-time employees who have earned a Bachelor's Degree related to their field of employment shall receive additional compensation equal to four percent (4%) of their 2010 base pay. All full-time employees who have earned a Master's degree relating to the field of their employment shall be entitled to additional compensation equal to six percent (6%) of their 2010 base pay. Upon termination, an employee shall receive a prorated portion of his or her educational benefit. This section shall only apply to employees who are employed by the Municipality as of January 1, 2011.

b) The Clerk of Council, if he or she earns and maintains a Master Municipal Clerk (MMC) designation and is otherwise employed in a full-time capacity by the Municipality, shall receive an annual stipend of one thousand five hundred dollars ($1,500.00).

c) A full-time Service Department employee who possesses and maintains his or her Commercial Driver's License (CDL) shall receive an annual stipend of one thousand two hundred dollars ($1,200.00).

d) The Service Director may, at his or her sole discretion, appoint full-time Service Department employees to obtain and maintain a certification or license as an ISA Certified Arborist, an IMSA Signs and Pavement Markings Technician, a Certified Pool Operator and/or an Ohio Commercial Pesticide Applicator. Mayfield Village will cover the cost of the application fees and/or testing fees for the employees obtaining the certification or license. Employees shall receive an annual stipend of One Thousand Dollars ($1,000.00) for each certification or license held. A full-time Service Department employee may be approved and hold more than one certification or license.

e) Any full-time employee who undergoes twenty-four (24) hours of continuing education shall receive an annual continuing education stipend in the amount of one thousand five hundred dollars ($1,500.00). The courses taken to be eligible for the educational stipend will be approved by the appropriate Department Head and/or the Mayor. Full-time employees will undergo training during regularly scheduled hours whenever practical and the Village will pay for such training. If a full-time employee is required to take training while off-duty, he or she will be compensated at his or her appropriate rate for such training including travel time to and from the training and, if a personal vehicle is used, will be reimbursed for his or her mileage to and from such training at the rate set by the Internal Revenue Service pursuant to Section 153.07 (a) above.

f) The stipends provided for above will be paid to employees and will be issued after November 1st of each year. If an employee terminates employment before November 1st, all stipends set forth in this section shall be prorated and paid with the employee's final paycheck.

g) Tuition Reimbursement: All permanent full-time employees shall be eligible for reimbursement of tuition costs, as set forth below, resulting from the employee taking courses from an accredited institution of higher learning, provided that:

1) They are reasonably related to the employee's employment with the Village, with such relationship to be determined in the Village's sole discretion.
2) The taking of the course has been approved in advance by the Department Head and the Mayor.
3) Proof of the grade received and receipt for the tuition are submitted to the Director of Finance within 30 days of completion of the course.
4) Any employee who leaves the employ of the Village for other employment within two (2) years after reimbursement of tuition costs shall reimburse the Village for said reimbursed tuition costs.
5) In order to be eligible for reimbursement, the employee must obtain a grade of "C" or better in the course or, in the case of a class taken on a "pass/fail" basis, a "pass" must be obtained.
6) The amount of tuition reimbursed shall be limited to the amount of the then current per credit hour cost charged by the institution the employee attends, not in any event to exceed the rate charged by Cleveland State University at the time of the employee's reimbursement request.

153.18 SALARIES OF THE MAYOR AND COUNCIL

a) The annual salaries of the Mayor and Council of the Municipality, until further order of Council, are hereby fixed as follows:

Official	Annual Salary
Mayor	$50,000.00
Council President	$11,000.00
Council Member	$10,000.00

b) Beginning on January 1, 2024, and annually thereafter, the Mayor, Council President and each Council Member shall receive a 2.5% increase to their current Annual Salary.

153.19 COMPENSATION FOR MEMBERS OF PLANNING & ZONING COMMISSION, BOARD OF APPEALS AND ARCHITECTURAL REVIEW BOARD

Members of the Planning and Zoning Commission, Board of Zoning Appeals, Architectural Review Board will be compensated for regular meetings and workshops per the following schedule. Effective September 24, 2024, members of the Civil Service Commission will be compensated for regular meetings and the proctoring of tests per the following schedule:

Planning & Zoning Commission	$50.00 per meeting or workshop
Board of Zoning Appeals	$50.00 per meeting or workshop
Architectural Review Board	$50.00 per meeting or workshop
Civil Service Commission	$50.00 per meeting or test proctored

153.20 EMPLOYEE COMPENSATION

a) Effective January 1, 2026, hiring ranges and hourly rates of compensation for all eligible employees covered by this Ordinance, as adjusted below, for all current classifications and positions are as set forth in Exhibit 1, attached hereto. Employees will be hired within these ranges and may receive a wage increase within these ranges in addition to receiving annual general wage increases, at the discretion of the Mayor and as approved by Council. After an employee's base compensation reaches or exceeds the top of the hiring range for their position, the employee will continue to receive any annual general wage increases approved by Council.

b) Effective January 1, 2026, all eligible employees covered by this Ordinance shall receive a four percent (4%) general wage increase in their current base compensation. Employees who have completed their one-year probationary period as of January 1, 2026 are eligible for the increase or will become eligible upon completion of their probationary period during 2026.

c) Effective January 1, 2027, all eligible employees covered by this Ordinance shall receive a three percent (3%) general wage increase in their current base compensation. Employees who have completed their one-year probationary period as of January 1, 2027 are eligible for the increase or will become eligible upon completion of their probationary period during 2027.

d) Effective January 1, 2028, all eligible employees covered by this Ordinance shall receive a three percent (3%) general increase in their current base compensation. Employees who have completed their one-year probationary period as of January 1, 2028 are eligible for the increase or will become eligible upon completion of their probationary period during 2028.

153.21 DEFERRED COMPENSATION PROGRAM

a) The Village hereby adopts a plan under the Ohio Public Employees Deferred Compensation Program which extends to all eligible employees of the Municipality the opportunity to join such program.

b) The Mayor is hereby authorized and directed to execute an agreement with the Ohio Public Employees Deferred Compensation Board, which agreement shall be in a form approved by the Finance Director and Director of Law, and which agreement shall authorize the Ohio Public Employees Deferred Compensation Board to offer a plan under the Ohio Public Employees Deferred Compensation Program to all eligible employees of the Municipality and thereafter to administer the plan on behalf of such employees.

c) The Mayor is hereby authorized and directed to execute agreements with additional deferred compensation providers, which agreements shall be in a form approved by the Finance

Director and Director of Law, and which shall authorize the offering of deferred compensation programs to eligible employees of the Municipality and thereafter to administer the plan on behalf of such employees.

153.22 PICKUP OF EMPLOYEE CONTRIBUTIONS TO OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEMS

a) The provisions of this section shall apply to all full-time and part-time employees of the Municipality who choose to participate in the program. The contributions required to be made by each such employee to the Ohio Public Employees Retirement System (PERS), or the Police and Firemen's Pension and Disability Fund (OP&F), as an employee contribution under the Ohio R.C. Chapters 145 and 741 shall be paid by the Municipality on behalf of the employee in lieu of contribution by the employee and in accordance with the provisions of this section.

b) The total compensation payable by the Municipality to each such employee in any pay period shall be reduced by the amount payable by the Village to PERS or OP&F on behalf of each such employee under Subsection (a) hereof.

c) No employee shall have the option to receive direct payment of the amounts contributed by the Municipality to PERS on his or her behalf instead of having them contributed to PERS.

d) The Finance Director or his or her designee is hereby directed to take all acts necessary and appropriate to initiate implementation of the provisions of this section, including, but not limited to, making applications to the Internal Revenue Service for private letter rulings concerning federal tax treatment of the provisions of this plan and making applications to the appropriate state retirement boards.

e) Subject to any requirements imposed by the Internal Revenue Service, the Ohio PERS Board, the Firemen's Pension Fund, or the Police Relief Fund, the provisions of this section shall apply to all payroll payments payable by the Municipality to such employees after proper and full approval has been procured from the Internal Revenue Service, the Ohio PERS Board and the Police and Fire Fighter's Pension and Disability Board.

SECTION 2. All prior Ordinances, inconsistent with this Ordinance, in whole or in part, are repealed.

SECTION 3. The Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council; and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

SECTION 4. This Ordinance is hereby declared to be an emergency measure immediately necessary for the health, safety and welfare of the residents of the Municipality, for the reason

that the enactment hereof will provide reasonable compensation for the services rendered by the employees of the Municipality. It shall, therefore, take effect immediately upon the passage by the affirmative vote of not less than five (5) members elected to Council and approval by the Mayor or otherwise at the earliest time allowed by law.

STEPHEN SCHUTT, Council President

First Reading: January 5, 2026

Second Reading: Suspended, 2026

Third Reading: Suspended, 2026

PASSED: January 5, 2026

APPROVED:

BRENDA T. BODNAR, Mayor

APPROVED AS TO FORM:

DIANE A. CALTA, Law Director

ATTEST:

MARY E. BETSA, MMC, Clerk of Council

Exhibit 1 to Ordinance 2026-03
(see MVCO Section 153.20 Employee Compensation)

Dept/Position	2026 Hiring Range (Annual)	2026 Hiring Range (Hourly)	2025 Rate/Hr. (to be adjusted per MVCO Section 153.20)
ADMINISTRATION			
Director of Administration	$110,000 - $130,000	$52.88 - $62.50	$68.47
Economic Development Manager	$80,000 - $110,000	$38.46 - $52.88	$49.50
Information Technology (IT) Coordinator	$75,000 - $90,000	$33.65 - $43.27	$38.29
Receptionist/Admin Asst	$50,000 - $60,000	$24.04 - $28.85	$24.04
BUILDING			
Building Commissioner	$110,000 - $130,000	$52.88 - $62.50	$56.11
Executive Assistant	$60,000 - $70,000	$28.85 - $33.65	$36.42
Part-Time Inspector		$29.98 - $47.96	N/A
FINANCE			
Director of Finance	$110,000 - $140,000	$52.88 - $67.31	$61.28
Exec Asst/Accts Payable/Clerk of Council	$65,000 - $80,000	$31.25 - $38.46	$42.06
Payroll/Accts Receivable Clerk	$60,000 - $70,000	$28.85 - $33.65	$31.88
RECREATION			
Recreation Director	$110,000 - $130,000	$52.88 - $62.50	$59.53
Asst. Recreation Director	$75,000 - $90,000	$36.06 - $43.27	$35.94
Program & Facilities Manager	$55,000 - $70,000	$26.44 - $33.65	$27.80
POLICE			
Chief of Police	$125,000 - $140,000	$60.10 - $67.31	$68.47
Executive Assistant	$60,000 - $70,000	$28.85 - $33.65	$36.33
Secretary	$55,000 - $65,000	$26.44 - $31.25	$31.50
Part-Time Police Officer		$25.00 - $37.00	$35.71
Part-Time Auxiliary Officer		$19.00 - $27.00	$23.28 - $24.59
Part-Time Mechanic		$26.00 - $35.00	$33.31
Part-Time Assistant Mechanic		$19.00 - $24.00	N/A
Communications Supervisor	$60,000 - $78,000	$28.85 - $37.50	$33.78
Radio Dispatcher	$54,000 - $68,000	$25.96 - $32.69	$27.62 - $31.79
Part-Time Radio Dispatcher		$24.00 - $30.00	$27.02 - $30.19
FIRE			
Fire Chief	$125,000 - $140,000	$60.10 - $67.31	$68.47
Assistant Fire Chief/Fire Marshal	$110,000 - $125,000	$43.27 - $57.69	$56.02
Executive Assistant	$60,000 - $70,000	$28.85 - $33.65	$32.39
Part-Time Firefighter/ EMT Basic		$28.35	$26.47
Part-Time Firefighter/Paramedic		$31.35	$29.25
SERVICE			
Service Director	$110,000 - $130,000	$52.88 - $62.50	$59.49
Asst. Service Director	$80,000 - $100,000	$38.46 - $48.08	N/A
Executive Assistant	$60,000 - $70,000	$28.85 - $33.65	$32.52
Full-Time Skilled	$55,000 - $80,000	$26.44 - $38.46	$31.77 - $41.12
Part-Time Skilled		$20.00 - $25.00	$18.00
Part-Time Seasonal		$18.00 - $25.00	N/A
Community Room Coordinator		$16.00 - $18.00	$16.48 – $18.54

Exhibit 1 to Ordinance 2026-03
(see MVCO Section 153.20 Employee Compensation)

Dept/Position	2026 Hiring Range (Annual)	2026 Hiring Range (Hourly)	2025 Rate/Hr. (to be adjusted per MVCO Section 153.20)
ADMINISTRATION			
Director of Administration	$110,000 - $130,000	$52.88 - $62.50	$68.47
Economic Development Manager	$80,000 - $110,000	$38.46 - $52.88	$49.50
Information Technology (IT) Coordinator	$75,000 - $90,000	$33.65 - $43.27	$38.29
Receptionist/Admin Asst	$50,000 - $60,000	$24.04 - $28.85	$24.04
BUILDING			
Building Commissioner	$110,000 - $130,000	$52.88 - $62.50	$56.11
Executive Assistant	$60,000 - $70,000	$28.85 - $33.65	$36.42
Part-Time Inspector		$29.98 - $47.96	N/A
FINANCE			
Director of Finance	$110,000 - $140,000	$52.88 - $67.31	$61.28
Exec Asst/Accts Payable/Clerk of Council	$65,000 - $80,000	$31.25 - $38.46	$42.06
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RECREATION			
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POLICE			
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Executive Assistant	$60,000 - $70,000	$28.85 - $33.65	$36.33
Secretary	$55,000 - $65,000	$26.44 - $31.25	$31.50
Part-Time Police Officer		$25.00 - $37.00	$35.71
Part-Time Auxiliary Officer		$19.00 - $27.00	$23.28 - $24.59
Part-Time Mechanic		$26.00 - $35.00	$33.31
Part-Time Assistant Mechanic		$19.00 - $24.00	N/A
Communications Supervisor	$60,000 - $78,000	$28.85 - $37.50	$33.78
Radio Dispatcher	$54,000 - $68,000	$25.96 - $32.69	$27.62 - $31.79
Part-Time Radio Dispatcher		$24.00 - $30.00	$27.02 - $30.19
FIRE			
Fire Chief	$125,000 - $140,000	$60.10 - $67.31	$68.47
Assistant Fire Chief/Fire Marshal	$110,000 - $125,000	$43.27 - $57.69	$56.02
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Part-Time Firefighter/ EMT Basic		$28.35	$26.47
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SERVICE			
Service Director	$110,000 - $130,000	$52.88 - $62.50	$59.49
Asst. Service Director	$80,000 - $100,000	$38.46 - $48.08	N/A
Executive Assistant	$60,000 - $70,000	$28.85 - $33.65	$32.52
Full-Time Skilled	$55,000 - $80,000	$26.44 - $38.46	$31.77 - $41.12
Part-Time Skilled		$20.00 - $25.00	$18.00
Part-Time Seasonal		$18.00 - $25.00	N/A
Community Room Coordinator		$16.00 - $18.00	$16.48 – $18.54