

AN ORDINANCE TO CREATE AND ESTABLISH EMPLOYEE CLASSIFICATIONS AND CATEGORIES FOR FULL TIME FIRE MEDICS, PROCEDURES FOR RATES OF COMPENSATION AND BENEFITS

WHEREAS, Council desires to create an employee classification to be known as Full Time Fire Medic and

WHEREAS, Council has by Ordinance 44-1983 established wages for persons who occupy such an employee classification, and

WHEREAS, Council desires and by this Ordinance does establish benefits for such employees,

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Richfield, Ohio:

Section 1:

COVERAGE OF THIS ORDINANCE

This Ordinance shall apply and be in force only with respect to employees within the Division of Fire who have been appointed and who otherwise qualify for the employee classification of Full Time Fire Medics.

Section 2:

STANDARD WORK REQUIREMENTS

(a) The required work year time schedule shall consist of Two Thousand Nine Hundred Twelve (2,912) hours.

(b) The standard work hour requirement shall be twenty-four (24) hours on the job and forty-eight (48) hours off the job.

(c) For purposes of computing regular pay and benefits, the number of hours credited for each work year shall be Two Thousand Eighty Hours (2,080).

(d) For purposes of computing regular pay and benefits, no consideration shall be given to a tour of duty which falls on a Saturday or Sunday.

(e) Scheduling for the normal work hour shall be in accordance with the powers granted under the Charter.

(f) The rate of hourly compensation, when required, shall be determined by dividing the annual base compensation by Two Thousand Eighty Hours (2,080).

Section 3:

EMPLOYMENT POLICY

(a) Beginning July 11, 1983, to qualify for all compensation and benefits hereinafter provided, each employee shall have completed and submitted an employment application form before the commencement of employment. The Fire Chief shall review the employment application forms of all qualified applicants and make recommendations to the Mayor before employment. The Mayor may give credit for previous experience toward starting salary schedules. The employment application form of each person employed, bearing the approval of the Mayor, shall be kept in the personnel file of such employee.

- (b) An employee who is appointed, promoted or transferred shall be on a probationary status for a period of no less than sixty (60) days but not more than six (6) months from the date of the appointment, promotion or transfer. At the termination of an employees' probationary period, his appointment, promotion or transfer shall be confirmed by the Mayor in writing. If the employee does not successfully perform the duties assigned to him, he may be dismissed, demoted or transferred to his former position pursuant to the Charter.

Section 4:

ANNUAL LEAVE

The following schedule shall apply for annual leave.

YEARS OF SERVICE

	<u>ANNUAL LEAVE</u>	
	<u>In Weeks</u>	<u>In 24 Hour Shifts</u>
Less than one (1) year	None	None
One (1) year but less than six (6) years	2	5
Six (6) years but less than eleven (11) years	3	7.5
Eleven (11) years but less than twenty (20) years	4	10
Twenty (20) years or more	5	12.5

- (b) Annual leave must be taken at such time as the Fire Chief directs subject to his administrative discretion.
- (c) Annual leaves are not cumulative and will not be postponed until the following anniversary year.
- (d) Annual leave expressed as the number of twenty-four (24) hour shifts is equivalent to the amount of leave expressed in weeks.
- (e) Upon separation from employment, an employee shall be entitled to compensation for any unused annual leave to his credit at the time of separation. An employee who has less than one (1) year of service shall not be entitled to compensation.
- (f) In case of the death of an employee the value of unused annual leave shall be paid to the spouse of the deceased, and if no surviving spouse, then to the estate.
- (g) A record will be maintained for each employee showing days earned, days used, and the balance available for annual leave.

Section 5:

PAID HOLIDAYS

- (a) Each employee shall be entitled to paid holiday leave on the basis of 4.5 tours of duty in each year, expressed as the equivalent of 72 hours.
- (b) The leave shall be based on the following designation of holidays:
- New Year's Day and One day prior thereto.
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day and the Friday thereafter
 - Christmas Day and the day prior thereto.
- (c) The Mayor, shall, with the assistance of the Chief, fix the policy for the use of holiday leave.

(d) Any time not used by the end of the calendar year shall be converted to additional pay to be paid to the employee at his regular rate of pay at that time.

(f) Each employee who actively works on one of the holidays set forth in Section 5(b) hereof shall be entitled to pay at one and one-half (1½) times the hourly rate times ~~sixteen~~ ^{eight} (8) hours.

Section 6:

SICK LEAVE

(a) Each employee will be entitled to one and one-quarter (1¼) days of sick leave with pay for each month of service completed. Sick leave shall be applied upon approval of the responsible department head against illness, against absence due to personal injury, exposure to contagious disease and to illness or injury in the employee's immediate family (as defined in Section 7). Unused sick leave shall be cumulative.

(b) Each full time employee with ten (10) or more years of service shall receive payment based on the employee's rate of pay at retirement for unused accumulated sick leave up to a maximum accumulation of 60 days at retirement. Such retirement shall be in accordance with Public Employees Retirement System or Police and Firemens Disability Pension Fund.

(c) Paragraph (b) of this section shall be in effect for all employees hired on or after July 11, 1983. All full time employees on the payroll when this Ordinance takes effect shall receive payment based on the employees rate of pay at retirement for all unused accumulated sick leave up to a maximum accumulation of one-hundred twenty (120) days at retirement. Such retirement will be in accordance with Public Employees Retirement System and Firemens Disability Pension Fund.

(d) The Chief shall require an employee to furnish a satisfactory written, signed statement to justify the use of sick leave. If sick leave is taken so that an employee might receive medical attention, a certification stating the nature of the illness or injury from a licensed practitioner may be required. Falsification of either the written signed statement or the practitioner's statement, and using sick leave for purposes other than illness, injury, or exposure to contagious disease shall be grounds for disciplinary action including dismissal.

Section 7:

BEREAVEMENT LEAVE

There shall be allowed a leave of the equivalent of three (3) days for the death of an employee's spouse, mother, father, mother-in-law, father-in-law, brother, sister, children, or grandchildren and grandparents. Additional time necessitated by unusual circumstances may be granted by the Mayor.

Section 8:

SPECIAL LEAVE OF ABSENCE

- (a) Employees who serve in the U.S. Military Reserve are entitled to a leave of absence from their respective duties without loss of seniority for a period of one (1) year or in case of declaration of war emergency, for the duration.
- (b) Employees who serve in the Military Reserve shall be entitled to receive the difference between the pay received from the Federal Government for on-field training or active duty periods not to exceed 25 days in any one calendar year, and the regular pay from the Village. However, if such employees use their vacation time for their reserve training period, they will receive from the Village their full pay for that period of time not to exceed 25 days per year.
- (c) Special Leave with Pay. Upon approval of the Mayor, an employee may be granted special leave with pay to attend professional and technical conferences, meetings, and schools related to employment duties or to visit other municipalities to obtain information and observe practices relating to his duties.
- (d) Special Leave without Pay. Leave without pay may be granted by the Mayor in case of emergency but only if the employee's absence does not materially affect the operation of his division and the circumstances warrant such leave.
- (e) Pregnancy Leave. Pregnancy leave, for purposes of this Ordinance shall be treated as sick leave and employees shall be entitled to pay in accordance with Section 6 hereof. However, in addition to the rights created in Section 6, a pregnant employee shall be entitled to receive time off from work, in grade for a maximum period of thirty (30) days pre-birth and forty-two (42) days post birth without loss of the appointment; provided, however, that the employee shall have provided satisfactory medical evidence to the Chief showing a medical need for such time off from work. On return, the employee shall also provide satisfactory medical evidence such employee is able to perform the duties of the appointment.
- (f) Jury Leave. An employee who is called for jury duty shall be reimbursed for the difference between his jury pay and his regular wages. Time spent on jury leave will not be deducted from an employee's sick leave or annual leave.

Section 9:

LONGEVITY

- (a) Employees shall receive additional compensation for continuous length of time in service in accordance with the following schedule:
- | | |
|--|------------------|
| Five (5) through nine (9) years | \$3.00 per month |
| Ten (10) through fourteen (14) years | 4.00 per month |
| Fifteen (15) through nineteen (19) years | 5.00 per month |
| Twenty (20) years or more | 6.00 per month |
- (b) The total amount for additional compensation shall be due payable on the regularly scheduled date of pay immediately after the anniversary date of employment.

- (c) Notwithstanding any of the foregoing, the maximum annual additional compensation due and payable to any employee shall be no more than \$1,440.
- (d) The length of service shall be computed on the basis of the employee's anniversary date.

Section 10:

OVERTIME PAY AND POLICY

Employees shall be paid overtime pay at the rate of one and one-half (1½) times the hourly rate.

The Chief must approve all overtime hours paid and must keep all the necessary records.

Section 11:

UNIFORM AND CLOTHING ALLOWANCE

(a) The Village shall provide allowances for authorized uniforms, special clothing and equipment for employees who may require special clothing and equipment in the performance of their municipal duties, and the Village shall provide for the maintenance and replacement of clothing and equipment as determined by Council on an annual basis.

(b) All clothing and allowances shall be by Purchase Order approved by the Director of Public Service, the Mayor and the Chief. Payment shall be made directly to the vendor.

Section 12:

EMPLOYEE EXPENSES AND MILEAGE REIMBURSEMENT

(a) An employee who is required to use a personal vehicle in the performance of such municipal duties, other than transportation to and from his place of work, shall be reimbursed therefore at the rate of twenty cents (20¢) per mile upon approval of the Mayor. A record indicating the date, time, and purpose of such use and the number of miles driven shall be submitted.

(b) Employees shall be reimbursed or advanced for necessary and reasonable expenses incurred in the performance of municipal duties upon proof thereof and approval of the Mayor.

Section 13:

EMPLOYEE INSURANCE

Employees shall receive life, group, dental, hospital and surgical insurance coverage under such amounts and under such terms as Council may authorize and they shall receive supplemental benefits under the Ohio State Fireman's Association Group Accident Insurance Plan.

Section 14:

PART PAID FIREMAN


Whenever a part paid fireman acts as a substitute for a full time fire medic, the part paid fireman shall be paid at the part paid rate but in no event shall the number of hours exceed sixteen (16) within any 24 hour period.

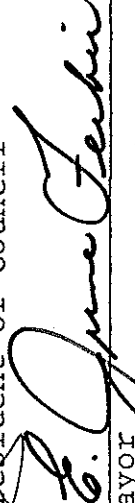
Section 15:

This Ordinance shall take effect and be in force from and after the earliest date allowed by law.

Passed:

10/4/83


President of Council


Mayor

Dated: 10-4-83

Attest:


Clerk of Council