

AN ORDINANCE AMENDING THE CITY'S PAY RANGE STRUCTURE ADOPTED BY ORDINANCE NO. 15-183, AMENDING THE CITY'S PAY RANGE ASSIGNMENTS SCHEDULE ADOPTED BY ORDINANCE NO. 16-121 AND CREATING AN INCENTIVE COMPENSATION PLAN FOR ALL REGULAR FULL-TIME AND PART-TIME EMPLOYEES; AND DECLARING AN EMERGENCY.

WHEREAS, Chapter 254 of the Codified Ordinances of Hudson, Ohio, provides for an "Employee Handbook and Personnel Rules" that further provides for Council to, from time to time, establish a classification plan and associated compensation plan for City employees including position titles, pay ranges, and steps for City employees, and this Council desires to amend the City's Pay Range Structure and Pay Range Assignments schedule by adjusting the pay ranges and pay range assignments beginning in 2017; and

WHEREAS, this Council desires to authorize an annual salary adjustment for the City's non-bargaining unit employees by a factor of 1.01 over the 2016 "Pay Range Structure" hourly rates and to amend the "Pay Range Assignment" schedule to include the position modifications highlighted on Exhibit B to this Ordinance which reflect the recent reorganization and reassignment of City personnel.

NOW, THEREFORE, BE IT ORDAINED by the Council of Hudson, Summit County, State of Ohio, that:

Section 1. Effective as of January 1, 2017, hourly rates for City non-bargaining unit personnel shall be as set forth in the "Pay Range Structure" attached hereto and incorporated herein by reference as Exhibit A.

Section 2. Effective as of January 1, 2017, the pay ranges provided in the "Pay Range Assignments" schedule attached hereto and fully incorporated by reference herein as Exhibit B is approved and established as the authorized and allowable pay range assignments for all positions in the City that are not included in a collective bargaining unit.

Section 3. Effective as of January 1, 2017, the "Incentive Compensation Plan" attached hereto and fully incorporated by reference herein as Exhibit C is approved.

Section 4. All ordinances and resolutions inconsistent with Sections 1 and 2 of this Ordinance are hereby repealed but only to the extent that they are inconsistent with the provisions of this Ordinance.

Section 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 6. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare and for the further reason that it is immediately necessary to approve the pay ranges for City employees in order to provide continuous municipal services beginning in January of 2017; wherefore, this Ordinance shall go into effect immediately upon its passage, provided it receives the affirmative vote of five (5) members of Council elected thereto, except that six (6) affirmative votes shall be required if all members of Council are present at the meeting at which it is passed; otherwise, it shall be in full force and effect from and after the earliest period allowed by law.

PASSED:

\_\_\_\_\_  
David A. Basil, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth Slagle, Clerk of Council

I certify that the foregoing Ordinance was duly passed by the Council of said Municipality on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Elizabeth Slagle, Clerk of Council

First Reading: November 15, 2016  
Second Reading: December 6, 2016

EXHIBIT A - Ordinance No. 16-179

**2017 - 1.0% Increase  
Pay Range Structure**

The hourly rates below represent a 1% increase over the 2016 rates.

<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>
1	8.19	17.55
2	13.08	40.40
3	27.93	71.53

OHIO STATE MINIMUM WAGE FOR 2017 IS \$8.15 PER HOUR

Effective 1/1/2017

**EXHIBIT B - Ordinance No. 16-179**

City of Hudson, Ohio  
Pay Range Assignments

CLASS TITLE	PAY BAND
Golf Cart Service Worker Park Booth Worker School Crossing Guard Snack Bar Attendant I Student Intern	1
Account Clerk I Account Clerk II Accountant Assistant Golf Course Maintenance Superintendent Associate Planner <b>Business Operations Manager</b> Clerical Assistant Clerk of Council Clubhouse Supervisor Code Enforcement Officer Code Inspector Communications Specialist Community Access Coordinator Community Service Officer Construction Coordinator Construction Inspector Construction Technician Court Clerk EMS Instructor EMS Shift Officer EMS Training Coordinator Executive Assistant Executive Assistant to the City Manager & Asst. City Manager <b>Accounting Manager</b> Fire Inspector Fire Training Coordinator GIS/IS Specialist Golf Starter-Ranger <b>Grant Writer</b> Grounds Maintenance Worker I Grounds Maintenance Worker II Grounds Maintenance Worker III HR Coordinator Maintenance Supervisor Network Support Specialist Office Manager Paramedic Planning Technician Police Records Coordinator Pro Shop Attendant Production Assistant Public Safety Dispatcher Snack Bar Attendant II Youth Worker	2

Effective 1/1/17

City of Hudson, Ohio  
Pay Range Assignments

CLASS TITLE	PAY BAND
Administrative Support Supervisor	3
Arborist	
Assistant City Attorney	
Assistant City Engineer	
Assistant City Manager	
Assistant Finance Director	
Assistant Fire Chief	
Assistant Public Works Director	
Assistant Public Works Superintendent	
Broadband Manager	
City Engineer	
City Planner	
Civil Engineer/Project Manager	
Communications Manager	
Community Development Director	
Deputy City Manager	
Economic Development Director	
Electric Systems Supervisor	
EMS Deputy Chief	
EMS Director	
EMS Operations Supervisor	
Finance Director	
Fire Chief	
Fire Marshal	
Fire/EMS Chief	
Fleet Manager	
GIS Manager	
GIS Manager/Database Administrator	
Golf Course Manager/Superintendent	
Golf Course Pro	
Human Resources Manager	
Human Resources Office Manager	
Information Systems Director	
Information Systems Manager	
Network Systems Administrator	
Parks Superintendent	
Police Chief	
Police Lieutenant	
Police Sergeant	
Public Works Director	
Public Works Superintendent	
Station Manager	

Effective 1/1/17

EXHIBIT C - Ordinance No. 16-179

**INCENTIVE COMPENSATION PLAN**



**Plan Objective**

To reward all eligible employees for performance based contributions enhancing the City of Hudson workplace, public image and/or community.

**Plan Eligibility**

1. All active regular part-time and full-time employees; hourly or salary.
2. Employee must have completed one year of employment with the City of Hudson.
3. City Manager is exempt from participation in this program.

**Plan Guidelines & Criteria**

An employee's efforts have resulted in the completion of a special project or contribution of significant importance to the City, through a work initiative above and beyond their current job duties, as determined and approved by the Incentive Compensation Plan Review Board. Request for incentive shall be initiated by employee's direct supervisor or department manager.

The criteria for consideration of the incentive will be based on the below criteria:

1. Actions resulting in organizational improvement.
2. Outstanding acts which brings recognition to the City from the public.
3. Outstanding achievements that enhance the professional image of the City's workforce.
4. Efforts to reduce or eliminate City expenditures or generate additional revenue.
5. Streamlining processes and administrative practices and sharing those processes with City departments to increase efficiencies.
6. Actions other than the above which fulfill the objective of this incentive plan.

**Plan Approval**

An Incentive Compensation Plan Review Board will be appointed by the City Manager at the beginning of each odd numbered fiscal year and may be comprised of up to five (5) representatives.

**Plan Payment**

The incentive reward will be a minimum of one (1) to a maximum of five (5) vacations days, or the monetary equivalent for full-time employees and correspond proportionally to hours worked for part-time employees. An incentive reward can only be received once per calendar year. Payment of approved incentive, vacation day(s) or monetary equivalent, will be employee's choice.

Effective 1/1/2017