

ORDINANCE NO. 1524- 2026

AN ORDINANCE AMENDING ORDINANCE 1508-25 SETTING SALARIES AND COMPENSATION FOR OFFICERS AND EMPLOYEES OF THE VILLAGE OF PUT-IN-BAY, OHIO AND DECLARING AN EMERGENCY

WHEREAS, Council previously approved Ordinance 1508-2025, setting salaries and compensation for the officers and employees of the Village; and

WHEREAS, Council now wants to amend Ordinance 1508-2025, as set forth in yellow highlights and strike-through print.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Put-in-Bay, County of Ottawa, State of Ohio, that:

SECTION 1: That the following classifications and compensation plan be adopted in order to maintain wages for current positions and current job classifications, and to maintain certain administrative procedures incidental to the performance of the ordinance.

GENERAL GOVERNMENT

Mayor	\$30,000 per year, paid monthly, effective January 1, 2024 \$30,000 per year, paid monthly, effective January 1, 2024
Member of Council	\$4,500.00 per year, paid monthly

APPOINTED POSITIONS

Zoning Inspector (Part Time)	\$20.00 - \$28.00 per hour , \$20,000 to \$25,000 paid bi-weekly not to exceed twenty (20) thirty (30) hours per week.
Zoning Clerk	\$2,500.00 per year, paid monthly
Fiscal Officer	\$36,000.00 - \$63,250.00 per year, paid bi-weekly
Village Administrator	\$54,000.00 - \$75,670.00 per year, paid bi-weekly
Administrative Assistant	\$11.00 - \$20.07 per hour, paid bi-weekly
Magistrate	\$21,850.00 per year, paid bi-weekly
Mayor's Court Clerk	\$ 15.00 - \$28.75 per hour, paid bi-weekly

SECURITY OF PERSONS AND PROPERTY

Police Officers:

Chief of Police (Marshal)	\$60,000.00 - \$94,300.00 annual salary, paid bi-weekly
Police Captain/Deputy Chief	\$30.86 - \$44.38 per hour, paid bi-weekly
Police Lieutenant	\$28.17 - \$42.26 per hour, paid bi-weekly
Police Sergeant / Detective	\$25.50 - \$39.18 per hour, paid bi-weekly
Police Corporal-Full-Time	\$22.81 - \$39.18 per hour, paid bi-weekly
School Resource Officer	\$28.56 - \$38.59 per hour, paid bi-weekly

Police Officers -Deputy Marshals:

Part Time	\$35.00 - \$55.00/hour, paid bi-weekly
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(OPOTA and Part Time Appointment for not longer than six months in any twelve-month period.)

Dispatcher/Auxiliary	\$18.00 - \$25.00 per hour, paid bi-weekly
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TRANSPORTATION, PARKS & RECREATION

Streets:

Chief of Maintenance	\$15.00 - \$26.45 per hour, paid bi-weekly
Maintenance Worker	\$10.00 - \$25.12 per hour, paid bi-weekly

Docks and Parks:

Marina Manager	\$15.00 - \$30.00 per hour, paid bi-weekly
Dock Attendant	\$12.00 - \$20.00 per hour, paid bi-weekly
Park Attendant	\$10.70 - \$21.85 per hour, paid bi-weekly

UTILITY DEPARTMENTS

Water and Wastewater Departments:

Clerk	\$ 10.00 - \$20.70 per hour, paid bi-weekly
Utilities Operator #1	\$ 16.00 - \$31.62 per hour, paid bi-weekly
Utilities Operator #2	\$ 20.59 - \$35.42 per hour, paid bi-weekly
Utilities Operator #3	\$ 25.09 - \$42.55 per hour, paid bi-weekly
Utilities Operator #4	\$ 25.65 - \$44.85 per hour, paid bi-weekly
Chief of Maintenance	\$ 16.00 - \$31.62 per hour, paid bi-weekly
Utilities Assistant	\$ 15.00 - \$28.75 per hour, paid bi-weekly
Utilities Intern	\$ 15.00 - \$20.70 per hour, paid bi-weekly
Utilities OIT/No license	\$ 18.00 - \$26.45 per hour, paid bi-weekly

Salaries for the Mayor and Council members, shall be paid from the following funds: General Fund, Water Fund and Sewer Fund. The Village Administrator, Assistant Village Administrator and Fiscal Officer shall be paid bi-weekly from the General Fund, Water Fund and Sewer Fund or from funds applicable to work done. Wages for the Police Department shall be paid bi-weekly from the General Fund (Police Department) or from funds applicable to work done. Wages for Transportation, Parks & Recreation shall be paid bi-weekly from the General Fund, Street Construction, State Highway Fund, MVL-Municipal Tax Fund, Water Fund, Sewer Fund or from funds applicable to work done. Wages for the Utilities Department shall be paid bi-weekly from the Water Fund and Sewer Fund or from funds applicable to work done.

Village Administrator to determine division staffing needs within the Streets, Utilities, Town Hall, Dock and Park job classifications. Chief of Police to determine division staffing needs within the Police job classifications. Fiscal Officer to determine staffing needs within the Mayor's Court and Administrative Clerical job classifications.

Salary ranges address starting salaries. Any approved increases to salary, including cost of living increases, may move employee salaries outside the starting salary range.

MISCELLANEOUS

Legal Counsel	As per Ordinance
Magistrate	\$1,000.00 - \$3,000.00 per month, paid bi-weekly

Wages for Magistrate shall be paid bi-weekly from the General Fund or from funds applicable to work done.

SECTION 2: EXEMPT (SALARY) EMPLOYEES

Employees paid on a salary basis (deemed exempt employees under FLSA Standards) shall receive a predetermined salary amount for each work week regardless of the number of hours actually worked. The pay for salaried employees shall be based not on the number of hours

worked, but on proper completion of the work assigned. Exempt employees shall not be eligible for overtime but will be allowed to flex their schedule to meet the needs of the Village, and to maintain a fair and equitable 40-hour average work week. Exempt employees are expected to be available for meetings and work beyond the average eight-hour day or 40-hour week. Exempt employees, with approval of their supervisor, may, on occasion and if work conditions permit, work less than a 40-hour week if they have also worked more than a 40-hour week when necessary. Exempt employees are expected to work at least 40-hours per week on average.

SECTION 3: OVERTIME

Overtime for police officers and police officers - deputy marshals is based on an 86 hour pay period. Any hours worked over 86 during the two week pay period are subject to overtime. All other employees are subject to overtime after working over forty hours during one week. Each overtime hour is times and one-half per hourly wage rate.

SECTION 4: POLICE TITLE AND RANKS AND APPOINTMENTS

Police officers - deputy marshals, either full-time or part-time, may be designated by the Chief of Police with titles and/or rankings to facilitate the smooth operations of the police department. Seasonal Police Officers may work up to a period of six months.

SECTION 5: HEALTH INSURANCE

In addition to all other forms of compensation paid to employees, the Village shall subscribe for, and maintain in full force and effect, a group health care insurance plan, including medical and surgical protection, for each regular full-time employee. Such health care insurance plan shall be maintained by the Village as determined from time to time by the Village Council. By majority vote of the Council, employees may be assessed a monthly payment amount for the health care insurance plan coverage. For present regular full-time employees, the Village will cover 100% of the employee's healthcare premium. Children and Spouses will be covered by the Village up to 80% of the applicable healthcare premium, and the employee shall contribute the other 20% of the healthcare premium, which contribution shall be deducted from the employee's paycheck each pay period. If healthcare coverage is available to an employee's spouse through the spouse's work place, then the employees' spouse must opt for healthcare coverage through his/her workplace. Health insurance benefits are not applicable to elected officials, part-time employees, seasonal employees, or casual employees. Hospitalization will go into effect the first day of the month following 30 days after the date of hire for new regular full-time employees.

SECTION 6: LIFE INSURANCE

In addition to all other forms of compensation paid to elected officials and to regular full-time employees, the Village shall purchase and maintain in force for each elected official, during the official's term of office and for each regular full-time employee, during the period of the employee's regular full-time employment with the Village to age 65 years, a term life insurance policy upon the life of the regular full-time employee in the amount of \$10,000.00. An elected official shall be entitled to receive said insurance policy only until the time that he/she attains the age at which such life insurance is no longer provided to regular full-time employees of the village.

SECTION 7: VACATION

All regular full-time employees shall accrue vacation leave. Vacation leave shall not be accrued by an employee while on a leave of absence, or while serving a disciplinary suspension. Except as provided in this ordinance, employees shall not be entitled to any other vacation. Accrual of vacation and vacation policy shall be as follows:

1. Ten (10) days per year after the first year of continuous regular full-time employment. (80 hours)
2. Fifteen (15) days per year after the fifth year of continuous regular full-time employment. (120 hours)
3. Twenty (20) days per year after the tenth year of continuous regular full-time employment. (160 hours)
4. Twenty-five (25) days per year after the twentieth year of continuous regular full-time employment. (200 hours)
5. By motion of Council, the Chief of Police of the Village of Put-in-Bay may receive four (4) weeks of vacation during his first, second, and third year of service, and after three (3) years of continuous service shall receive five (5) weeks of vacation.
6. By motion of Council, the Administrator and/or Utilities Superintendent of the Village of Put-in-Bay may receive two (2) weeks of vacation during his first year of employment.
7. Accrued vacation days shall not be used between May 1 and October 15 in any year, unless authorized by the Mayor.
8. Accrued vacation days must be used between October 16 and April 30.
9. All vacation days shall be used by the employee within one year of the accrual of such vacation days. Accrued vacation days not used within one year shall be deemed to have been used by the employee during the preceding one year, and shall not thereafter be available to the employee.
10. Council may by majority motion allow an employee to accumulate vacation days beyond the one year period or to use accrued vacation during the prohibited time period.
11. An employee who has completed more than one (1) year of continuous service with the Village and who thereafter leaves the service of the Village is entitled to receive as compensation, at the employee's current rate of pay, all accrued but unused vacation days.

SECTION 8: HOLIDAYS

All regular full-time employees shall be eligible for holiday benefits per the Village's policy and procedure manual.

SECTION 9: SICK LEAVE

12. For every completed eighty (80) regular hours of service, a regular, full-time Village employee shall be entitled to sick leave of four and sixth-tenths (4.6) hours with pay. (.0575 per hour)
13. Unused sick leave shall be cumulative. The Village's sick leave policies and procedures are listed in Section 6 of the Employee Personnel Manual.
14. On approved OPERS (Ohio Public Employees Retirement System) and/or OP&F (Ohio Police and Fire Pension Fund) retirement, a regular full-time employee with ten or more years

of service with the Village may elect to be paid in cash for one-fourth (1/4) of the value of the employee's accrued, but unused sick leave credit to a maximum of forty-five days (45) of sick leave credit, such payment to be based on the employee's rate of pay at the time of his retirement.

15. An employee who leaves the service of the Village of Put-in-Bay, is not entitled to payment for accrued, unused sick leave. Section 9.3 defines the deposition of accrued and unused sick leave in respect to retirement.

SECTION 10: ADMINISTRATOR, FISCAL OFFICER, AND CHIEF OF POLICE AUTHORIZATION TO HIRE

1. The Administrator of the Village of Put-in-Bay is authorized to hire maintenance, utility, dock, park, and planning commission personnel as they deem necessary to facilitate the operations of the Village of Put-in-Bay.
2. The Fiscal Officer of the Village of Put-in-Bay is authorized to hire administrative office personnel and Mayor's court personnel as they deem necessary to facilitate the operations of the Village of Put-in-Bay Administrative Department.
3. Chief of Police is authorized to hire police personnel as they deem necessary to facilitate the operations of the Village of Put-in-Bay Police Department.
4. Compensation for personnel as defined in Section 2 shall be in compliance with this Ordinance and approved by Council.

SECTION 11: PAY PERIODS

1. Pay periods and salary payments of all officers and employees of the Village shall, unless otherwise directed by action of Council, be determined by the Fiscal Officer.
2. After a termination of employment has occurred, any amounts due shall be paid to the Fiscal Officer as soon as practicable.

SECTION 12: EMPLOYEE COMPENSATION

1. The rate of compensation of employees shall be approved by majority vote of Council in compliance with Section 2 of this Ordinance.
2. Changes in the rate of compensation of employees shall be approved and recommended to Council by the supervisor in compliance with Section 1 of this Ordinance, with approval by majority vote of Council in compliance with Section 2 of this Ordinance. Council may elect changes in the rate of compensation of employees and shall be approved by majority vote of Council in compliance with Section 2 of this Ordinance.
3. The rate of compensation of Members of Council and the Mayor, as defined in Section 1 of this Ordinance shall not be increased or decreased during an elected term of office.
4. FLSA determines that a workweek is a period of 168 hours during 7 consecutive 24-hour periods. The salary wage ranges prescribed in the pay plan for the respective classifications are based on an average workweek of forty (40) hours in a work year of 2,080 hours. The Village workweek begins Sunday at 12:01 a.m. to Saturday at 11:59 p.m. For purposes of minimum wage and overtime payment, each workweek stands alone. In general, "hours worked" includes all time an employee must be on duty, or on the employer's premises or

at any other prescribed place of work, from the beginning of the first principal activity of the work day to the end of the last principal work activity of the workday.

SECTION 13: COMPENSATORY TIME

Compensatory time may be given in lieu of overtime to non-salaried employees according to the policies set forth in the Personnel Policy Manual.

SECTION 14: EFFECTIVE DATE OF AMENDMENTS/SUPERSESSION

All amended portions of this Ordinance shall be in effect in accordance with law; all portions of this Ordinance not amended remain unchanged as set forth in Ordinance No. 1508-2025.

SECTION 15: FORMAL ACTION

This Council hereby finds and determines that all formal actions relative to the adoption of this Ordinance were taken in an open meeting of this Council; and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 16: EMERGENCY CLAUSE

Council declares this to be an emergency measure necessary for the immediate preservation of the public peace, health, and safety of the Village, and for the further reason that this Ordinance is required to be immediately effective so that the Village may timely and accurately pay its employees and officers in accordance with its obligations. Wherefore this ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: _____, 2026

Attest: _____
Fiscal Officer

Approved: _____, 2026

Judy Berry, Mayor