

ORDINANCE NO. 2025 - 84

AN ORDINANCE AMENDING SECTION 179.01 ENTITLED "EMPLOYEE BENEFITS" OF THE PARMA HEIGHTS CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY, AS AMENDED

WHEREAS, the Administration is recommending that Section 179.01 of the Parma Heights Codified Ordinances be amended; and

WHEREAS, this Council desires to adopt the recommendation of the Administration.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Parma Heights, County of Cuyahoga, and State of Ohio:

Section 1: That Section 179.01 of the Codified Ordinances as it previously existed is amended, and as amended, shall henceforth read as shown by edits set forth in "Exhibit A, as amended", which is attached hereto and incorporated by reference.

Section 2: This Council finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council and that all deliberations of the Council and of any of its Committees comprised of a majority of the members of the Council that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of said City and for the further reason that it is necessary for this portion of the Administrative Code to reflect updated and uniform policies and practices regarding personnel, finances, and other matters on an immediate basis; wherefore, this Ordinance shall be in full force and effect from and immediately after its passage by Council and approval by the Mayor.

PASSED: December 22, '25 Thomas Rouns
PRESIDENT OF COUNCIL

ATTEST: Barbara Allen December 22, '25
CLERK OF COUNCIL APPROVED

FILED WITH
THE MAYOR: December 22, '25 MMG
MAYOR MARIE GALLO

EXHIBIT A, as amended

179.01 EMPLOYEE BENEFITS.

(a) Medical Insurance. Each non-aligned full-time employee, ~~after thirty days of such full-time service,~~ and the Mayor, during the entirety of their term, shall be entitled to health insurance provided by the City. Health benefit plan design, coverage options and employee cost of participation shall be determined annually and such conditions to be outlined in a Health Benefit Summary document to be provided to employees at the inception of each benefit year. The Mayor may permit part-time directors and non-aligned part-time employees of the City to participate in the City's medical and/or group life insurance programs, and the City will pay the cost of the respective premium as part of the Director's and/or non-aligned part-time employees' compensation package.

(Ord. 2001-7. Passed 2-26-01; Ord. 2001-28. Passed 9-10-01; Ord. 2012-37. Passed 8-6-12; Ord. 2013-5. Passed 2-25-13; Ord. 2024-92. Passed 1-27-25.)

(b) Group Life Insurance. Each regular full-time employee after one year of such full-time service, and the Mayor, during the entirety of their term, shall be entitled to fully paid group life insurance in the amount of twenty-five thousand dollars (\$25,000).

(Ord. 1991-28. Passed 8-12-91; Ord. 2012-37. Passed 8-6-12; Ord. 2013-5. Passed 2-25-13; Ord. 2024-92. Passed 1-27-25.)

(c) Sick Leave.

(1) Each regular full-time employee, including civilian employees in the Departments of Police and Fire, shall be entitled to ten hours of sick leave per month for forty hour per week employees and 8.75 hours of sick leave per month for thirty-five hour per week employees of regularly scheduled employment. Unused sick leave shall be cumulative up to a total of 1,750 hours for employees working eight-hour days, and up to 1,531.25 for employees working seven-hour days. Sick leave accrued under prior ordinances shall remain in effect and sick leave days accrued as of December 31, 1981, shall be converted to hours by taking the sick leave days accrued and multiplying such figure by the number of hours in such employee's regularly scheduled work day. Payment for sick leave, at the rate of one hour per every hour of sick leave absence, shall be made only when approved by the Director of Personnel, who may require the employee to furnish a satisfactory, written, signed statement to justify the use of sick leave, and, in the case of sick leave absence in excess of one day, who shall require certification as to the nature of the illness or injury from the employee's physician.

(2) An absence due to a service-connected injury will not be charged against an employee's accumulated sick leave so long as it does not exceed the employee's attending physician's prognosis as to the employee's ability to return to employment. Once an employee has returned to assume normal duties, following absence due to a service-connected injury, subsequent absences, alleged as being due to the service-connected

injury, will be charged against the employee's accumulated sick leave, unless excused by the employee's attending physician's certificate.

(3) At the time of retirement from active duty with the City or death of the employee, the employee, or the employee's estate, will be paid in cash for sixty percent of the value of his or her accrued, but unused, sick leave credit. Such payment shall be based on the employee's rate of pay at time of retirement or death. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which may be made shall be sixty percent of 1,200 hours for employees working eight-hour days and sixty percent of 1,050 hours for employees working seven-hour days. The formula for computation shall be:

A. In the case of employees working eight-hour days: Annual salary + annual longevity (if applicable) divided by annual regular hours x .60 (up to 1,200 hours).

B. In the case of employees working seven-hour days: Annual salary + annual longevity (if applicable) divided by annual regular hours x .60 (up to 1,050 hours).

NOTE: Annual rate of pay used in above unused sick time payment calculations is based on the total of the base salary and longevity pay only.

(Ord. 1994-47. Passed 10-11-94; Ord. 1997-20. Passed 6-23-97; Ord. 2013-5. Passed 2-25-13; Ord. 2023-16. Passed 4-10-23; Ord. 2024-92. Passed 1-27-25.)

(d) Funeral Attendance. A full-time employee shall be granted a five day leave of absence with pay, in the event of the death of an immediate family member. Immediate family shall include: Spouse or domestic partner, children, father, mother, brother, sister, aunt, uncle, cousin, niece, nephew, brother-in-law, sister-in-law, mother-in-law, father-in-law, step-parents, step-children, step-parents of spouse, son-in-law, daughter-in-law, grandparents, grandparents of spouse, and grandchildren.

(Ord 1991-28. Passed 8-12-91; Ord. 2013-5. Passed 2-25-13; Ord. 2024-92. Passed 1-27-25.)

(e) Vacations.

(1) All full-time employees will be credited with their unused earned vacation balances beginning on January 1, 2020.

(2) Effective January 1, 2020, vacation leave for all full-time employees shall be computed on the full-time months actually employed. The rate that vacation leave accrues shall depend upon the number of years of total service for the City as a full-time employee. The employee's vacation leave shall accrue at the rate indicated in the following schedule:

Total Months of Service	Accrual Rate per Month	Vacation Days per Year	Maximum Accrual
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1 up to 48	6.666 hours (80-hr base)	10 working days	160 hours (80-hr base)
	5.833 hours (70-hr base)		140 hours (70-hr base)
49 up to 108	10.000 hours (80-hr base)	15 working days	200 hours (80-hr base)
	8.750 hours (70-hr base)		185 hours (70-hr base)
109 up to 192	13.333 hours (80-hr base)	20 working days	240 hours (80-hr base)
	11.666 hours (70-hr base)		220 hours (70-hr base)
193 up to 276	16.666 hours (80-hr base)	25 working days	280 hours (80-hr base)
	14.583 hours (70-hr base)		255 hours (70-hr base)
277 or more	20.000 hours (80-hr base)	30 working days	320 hours (80-hr base)
	17.500 hours (70-hr base)		290 hours (70-hr base)

NOTE: Hour base is the amount of hours that the employee works in a pay period.

(3) Vacation time earned during the first calendar month of full-time employment shall be prorated based on the amount of vacation contained in the schedule above to reflect service time from the date of full-time employment to end of the first calendar month. Vacation time earned during the final calendar month year of full-time employment shall be prorated based on the amount of vacation contained in the schedule above to reflect service time from the first day of the calendar month to the final date of full-time employment.

(4) Full-time employees may accumulate a maximum amount of their annual vacation accrued plus eighty hours (seventy hours for employees working thirty-five hours per week), effective January 1, 2020. All vacation hours that exceed the allowable maximum accrual, per total months of service, at the end of each pay period will expire without compensation.

(5) A full-time employee who is reemployed or rehired by the City upon retirement will not be paid for any earned and unused accumulated vacation. The employee will continue to accrue vacation and retain his or her unused accumulated vacation time and continue to earn vacation based on the schedule in subsection (a) above, not to exceed four weeks (twenty work days) per year.

(6) Full-time employees terminating employment due to voluntary resignation or retirement shall be paid all earned and unused vacation time.

(7) In the case of death of any full-time employee, the earned and unused vacation time shall be paid to the employee's estate.

(8) Full-time employees who have concluded twenty-one continuous years of service may, at his or her option, bank not more than two weeks per year, up to a maximum amount of nine weeks. Full-time employees may receive cash payment for such banked vacation one time, either at retirement or before, but may not thereafter bank additional hours after the nine weeks have been utilized.

(9) In lieu of banking vacation time, an employee who has concluded twenty-one continuous years of service may turn in for annual payment not more than two weeks per year, up to a maximum amount of nine weeks. The Mayor and Finance Director must approve this intent no later than November 1 of the calendar year in which payment is requested. Such payment shall be made on the last pay of the calendar year in which payment is requested.

(f) Holidays. Each regular full-time employee of the City ~~who has served at least thirty days of service prior to any holiday hereinafter set forth and who has worked or been on vacation during their regularly scheduled work days immediately preceding and succeeding such holiday,~~ shall be entitled to the following thirteen legal holidays with pay at the employee's normal hourly rate of pay for each of such holidays:

- (1) The first day of January, known as New Year's Day;
- (2) The third Monday in January, known as Martin Luther King, Jr. Day;
- (3) The third Monday in February, known as Presidents' Day;
- (4) The last Monday of May, known as Memorial Day;
- (5) The nineteenth day of June, known as Juneteenth Day;
- (6) The fourth day of July, known as Independence Day;
- (7) The first Monday in September, known as Labor Day;
- (8) The second Monday in October, known as Columbus/Indigenous Peoples' Day;
- (9) The eleventh day of November, known as Veterans' Day;
- (10) The fourth Thursday in November, known as Thanksgiving Day;
- (11) The fourth Friday of November, known as the day after Thanksgiving;
- (12) The twenty-fourth day of December, known as Christmas Eve Day;
- (13) The twenty-fifth day of December, known as Christmas Day; and

(14) Three floating holidays to be taken on a day of the employee's choice subject to approval of departmental supervision. Floating holidays shall be prorated in the employee's initial and final year of employment.

All part-time employees ~~and full-time employees~~ of the City ~~with less than thirty days of service with the City~~ shall be entitled to the aforesaid holidays without pay.

Employees are not eligible for compensation payouts for any remaining floating holidays after separation from the City.

(Ord. 1991-28. Passed 8-12-91; Ord. 2000-52. Passed 11-27-00; Ord. 2013-5. Passed 2-25-13; Ord. 2023-16. Passed 4-10-23; Ord. 2024-92. Passed 1-27-25.)

(g) Longevity Pay. Directors and non-aligned employees listed within this chapter hired after November 1, 2021 shall not be entitled to receive longevity pay under this section. Additional compensation for continuous full-time employment, which shall be entitled longevity pay, shall be paid for each calendar year on the first pay period in December of each year. The rate of longevity pay to which an employee shall be entitled in any calendar year shall be computed in accordance with the following schedule:

Years of Continuous, Full-Time Employment Completed as of the Anniversary Date of Employment	Rate of Longevity Pay Per Month
0-4	\$-0-
5	20.83
10	41.66
15	62.50
20	83.33
25	104.16
30	125.00

The amount of longevity pay to which an employee is entitled in a calendar year shall be computed by multiplying the number of months in the calendar year preceding and subsequent to his or her anniversary date of employment in that year by the applicable rate or rates of monthly longevity pay based upon the number of years of continuous full-time employment completed in that year, as determined in accordance with the above schedule.

In each calendar year, the anniversary date of employment shall be the first day of the month in which the employee commenced his continuous, full-time employment with the City. In calculating the length of an employee's continuous employment, full-time service in all departments of the City shall be included.

(Ord. 2013-5. Passed 2-25-13; Ord. 2023-16. Passed 4-10-23; Ord. 2024-92. Passed 1-27-25.)

(h) Jury Duty Compensation. Each regular full-time employee shall, if called for jury duty, receive their regular compensation during the time spent in the capacity as a juror less the amount paid to them by the court for such duty as a juror.

(i) The Chief of Police shall be entitled to the following employee benefits: Uniform allowances, medical and life insurance coverage, vacations, holidays, longevity compensation, sick leave, ~~emergency responder pay~~ and college education pay, and other mutually agreed upon contractual benefits, as described in the collective bargaining agreement entered into by the City with the Ohio Patrolmen's Benevolent Association for the Police Sergeants and Captains. ~~Effective January 1, 2025, upon the appointment of the next Chief of Police and regarding all such future appointments to Chief of Police, the Chief of Police shall not be entitled to the following employee benefits: Longevity compensation, non-use of sick leave incentive payment, and emergency responder pay. For the calendar year 2026 only, a six percent increase will be added to the base salary of the Chief of Police as a one-time occurrence. Beginning January 1, 2026, the Chief of Police will no longer receive emergency responder pay.~~

(j) The Assistant Chief of Police shall receive the same fringe benefits, and other mutually agreed upon contractual benefits, effective upon the same dates and in the same amounts, as provided to the rank of Captain by the collective bargaining agreement entered into by the City with the Ohio Patrolmen's Benevolent Association for Police Sergeants and Captains. ~~Effective January 1, 2025, upon the appointment of the next Assistant Chief of Police and regarding all such future appointments to Assistant Chief of Police, the Assistant Chief of Police shall not be entitled to the following employee benefits: Longevity compensation, non-use of sick leave incentive payment, and emergency responder pay. For the calendar year 2026 only, a six percent increase will be added to the base salary of the Assistant Chief of Police as a one-time occurrence. Beginning January 1, 2026, the Assistant Chief of Police will no longer receive emergency responder pay.~~

(k) The Fire Chief shall be entitled to the following employee benefits: Uniform allowances, medical and life insurance coverage, vacations, holidays, longevity compensation, ~~emergency responder pay~~, sick leave, college education pay, and other mutually agreed upon contractual benefits, as described in the collective bargaining agreement entered into by the City and Local 1690 of the International Firefighters Association. ~~Effective January 1, 2025, upon the appointment of the next Fire Chief and regarding all such future appointments to Fire Chief, the Fire Chief shall not be entitled to the following employee benefits: Longevity compensation, non-use of sick leave incentive payment, and emergency responder pay. For the calendar year 2026 only, a six percent increase will be added to the base salary of the Fire Chief as a one-time occurrence. Beginning January 1, 2026, the Fire Chief will no longer receive emergency responder pay.~~

(l) The Assistant Fire Chief shall receive the same fringe benefits, and other mutually agreed upon contractual benefits, effective upon the same dates and in the same amounts, as provided to the position of Assistant Chief of Police, reflecting the same fringe benefits

provided to the rank of Captain by the Ohio Patrolmen's Benevolent Association for Police Sergeants and Captains. ~~Effective January 1, 2025, upon the appointment of the next Assistant Fire Chief and regarding all such future appointments to Assistant Fire Chief, the Assistant Fire Chief shall not be entitled to the following employee benefits: Longevity compensation, non-use of sick leave incentive payment, and emergency responder pay. For the calendar year 2026 only, a six percent increase will be added to the base salary of the Assistant Fire Chief as a one-time occurrence. Beginning January 1, 2026, the Assistant Fire Chief will no longer receive emergency responder pay.~~

(Ord. 1983-29. Passed 10-11-83; Ord. 2013-5. Passed 2-25-13; Ord. 2020-6. Passed 3-9-20; Ord. 2024-92. Passed 1-27-25.)