

**CITY OF STRUTHERS**  
**Ordinance**

**NO. 24-038**

**AN ORDINANCE ESTABLISHING THE POSITION, SALARY, AND EMPLOYMENT PROVISIONS OF MAYOR'S EXECUTIVE ASSISTANT. A NON-CLASSIFIED SERVICE APPOINTED BY THE MAYOR. RETROACTIVE TO JANUARY 1, 2024 FOR SAID EMPLOYEE, REPEALING ORDINANCE NO. 22-019 AND ANY ORDINANCE INCONSISTENT HERewith AND DECLARING AN EMERGENCY.**

WHEREAS, Council has determined it appropriate and necessary to provide for a wage adjustment as outlined below, and, as such, it is necessary to enact the following ordinance.

**NOW, THEREFORE, BE IT ORDAINED**, by the Council of the City of Struthers, Ohio, ¾'s of all members elected thereto concurring:

**SECTION 1:** Council deems it necessary to create said position, Classifying all salaries payable as per pay schedule and vacations for non-elected appointees in the following, to wit:

1. MAYOR'S EXECUTIVE ASSISTANT
2. VACATION PROVISIONS
3. HOSPITALIZATION & INSURANCE BENEFITS
4. FUNERAL LEAVE
5. BIRTHDAY OFF
6. NEW HIRE LANGUAGE
7. EFFECTIVE DATE
8. REPEALING
9. EMERGENCY CLAUSE

**MAYOR'S EXECUTIVE ASSISTANT**

That beginning with the 1<sup>st</sup> day of January 2024, the annual salary and per hour compensation of Mayor's Executive Assistant is hereby fixed as follows:

**EFFECTIVE JANUARY 1, 2024.....\$38,241.84 PER YEAR\***  
**\*WITH THE EXCEPTION OF NEW HIRES AS THEY ARE ADDRESSED IN SECTION SIX.**

**SECTION 2: VACATION PROVISIONS**

<u>Years of Service</u>	<u>Annual Vacation</u>
Less than one (1) year	None
One (1) to Four (4)	80 hours (2 weeks)
Five (5) to Nine (9)	120 hours (3 weeks)
Ten (10) to Fourteen (14)	160 hours (4 weeks)
Fifteen (15) or more	200 hours (5 weeks)

**Service in excess of fifteen (15) Years:**

Employee with more than Fifteen (15) years of continuous full-time service with the City will receive an additional eight (8) hours of vacation leave annually. Thereafter, for each five (5) year period of service beyond the first fifteen (15) years, an employee shall receive an additional eight (8) hours of vacation leave annually. (i.e., Twenty (20) years or more - 208 hours; Twenty-five (25) years or more - 216 hours; Thirty (30) years or more - 224 hours; etc.)

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**SECTION 3: HOSPITALIZATION AND INSURANCE BENEFITS**

The City of Struthers will provide major medical/health care/hospitalization and ancillary coverage(s) (i.e., dental, vision, etc.) for all employees eligible for such benefit. All full-time employees and elected officials are eligible for benefits.

The insurance committee shall recommend a base insurance plan as prescribed by current union contracts that require it. The employer shall offer additional plans. The employer shall select appropriate carriers/providers and otherwise determine the method of provision, plan eligibility criteria, and coverage levels. The costs and/or terms and conditions of said insurance shall be at the discretion of the employer and may be subject to change. The participating employee may select either single, with spouse, with child, family or other coverage offered under the plan. The same plan/plans shall be offered to all eligible employees.

Unless otherwise stated in employees union contracts, the employee will contribute twenty percent (20%) of the premium cost for medical/health care/hospitalization and ancillary coverage(s) (i.e., dental, vision, etc.). The premium contribution shall be deducted from the employees' payroll. At any time the employee does not receive a pay they are responsible for making the monthly payment.

All spouses of eligible employees shall be afforded the City of Struthers Health Insurance Plan provided that no other insurance is available to them by any other source, or which would cost them out-of-pocket premium expenses of more than thirty-five (35%) of the current City of Struthers' premium cost for the applicable coverage for either Medical, Dental, or Vision Care Insurance. Said insurance plan should be reasonable in comparison to the current city plan. In the event that either Medical, Dental, or Vision Care Insurance is available to the spouse at an out-of-pocket premium expense less than 35% of the current City of Struthers premium cost for applicable insurance coverage the spouse shall not be eligible for coverage under the city insurance plan. (Struthers City Ordinance No. 18-002)

**SECTION 4: FUNERAL LEAVE**

When death occurs in any of the above mentioned department employee's immediate family, the employee, upon request, will be excused for up to two (2) consecutive scheduled workdays. The employee shall receive pay for any such excused scheduled weekday, provided; it is established that he/she attended such funeral. An employee will not receive funeral pay when it duplicates pay received for time not worked for any other reason. Immediate family is herein defined as spouse, child, mother, father, sister, brother, grandmother, grandfather, mother-in-law, or father-in-law.

**SECTION 5: BIRTHDAY OFF**

That all employees in the above mentioned departments shall have his/her birthday off with pay. This personal day off to be taken on any day of the year, upon the request of the employee and the ensuing approval of the Department Head, provided, that this day off will not result in the Department Head calling out another employee to work at overtime pay scale.

**SECTION 6: NEW HIRE LANGUAGE**

Should any full-time position in the City of Struthers become vacant; the salary for a new replacement employee will be set at 90% of the base salary in the first year. The employee will receive the full wage for said position after the employee completes one year of continuous, full-time service with the city in the new position. Any current, full-time employee of the City of Struthers, who has more than one year of continuous full-time service with the City, shall not be subject to a new hire schedule if he or she accepts a lateral transfer from one position to another with the City. In such instances, the current full-time employee shall be eligible for the full-rate immediately after accepting a lateral transfer to the new position. Said new hire provisions shall apply to Department Heads. (This Section may be overridden by act of Council based on qualification of said new hire.)

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**SECTION 7: EFFECTIVE DATE**

This Ordinance is retroactive to January 1, 2024.

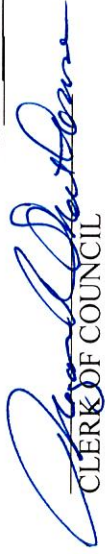
**SECTION 8: REPEALING**

That Ordinance No. 22-019 and any ordinance inconsistent herewith are hereby repealed.

**SECTION 9: EMERGENCY CLAUSE**

This ordinance is hereby declared to be an emergency measure necessary for the preservation of public peace, health and safety of the inhabitants of the City of Struthers, Ohio. Said emergency exists by reason of the fact and full-time employees get paid retroactive to January 1, 2024, as such, this ordinance shall take effect upon its passage and approval by the Mayor.

PASSED IN COUNCIL THIS 8<sup>th</sup> DAY OF May, 2024.

  
CLERK OF COUNCIL

  
PRESIDENT OF COUNCIL

FILED WITH THE MAYOR THIS 8<sup>th</sup> DAY OF May, 2024.

  
CLERK OF COUNCIL

APPROVED BY THE MAYOR THIS 8<sup>th</sup> DAY OF May, 2024.

  
MAYOR

POSTED ON STRUTHERS CITY WEBSITE & STRUTHERS SOCIAL MEDIA

DATE: May 10, 2024

  
CLERK OF COUNCIL

Save: Salary- MAYOR'S EXECUTIVE ASSISTANT 2024 5% Increase