

ORDINANCE NO. 2025-29

AN ORDINANCE ESTABLISHING THE SALARIES AND HOURS OF
WORK OF VARIOUS OFFICERS AND EMPLOYEES OF THE VILLAGE
OF KIRTLAND HILLS, AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF KIRTLAND HILLS,
LAKE COUNTY, STATE OF OHIO:

SECTION 1. That the compensation of the Supervisor of Roads, Public Buildings and Lands shall be not less than \$2792.43 *bi-weekly* and not more than \$3,112.52 *bi-weekly* as determined by the Mayor.

SECTION 2. That the compensation of Assistant Supervisor of Roads, Public Buildings and Lands shall be not less than \$2,559.66 *bi-weekly* and not more than \$2,853.55 *bi-weekly* as determined by the Mayor.

SECTION 3. After a two-year probationary period, the compensation of Laborer shall not be less than \$2,364.99 *bi-weekly* and not more than \$2,556.68 *bi-weekly* as determined by the Mayor.

During the two-year probationary period the compensation of Laborer shall not be less than \$1,897.65 *bi-weekly* and not more than \$2,364.99 as determined by the Mayor.

SECTION 4. That the compensation of Public Service Assistant Part-Time shall not be less than \$14.77 per hour and not more than \$26.52 per hour as determined by the Mayor.

SECTION 5. That the compensation of the Chief of Police shall be \$4,767.94 *bi-weekly*.

SECTION 6. That the compensation of the Police Captain shall be \$4,391.53 *bi-weekly*.

SECTION 7. That the compensation of the Police Lieutenant shall not be less than \$3,481.37 *bi-weekly* and not more than \$4,015.12 *bi-weekly*.

SECTION 8. That the compensation of a Police Sergeant shall not be less than \$3,243.29 *bi-weekly* and not more than \$3,542.84 *bi-weekly*

SECTION 9. That the compensation of a full-time Police Officer shall be as follows:

Step #1 \$2,666.86 *bi-weekly*.

Step #2 \$2,785.88 bi-weekly commencing at the beginning of the pay period following completion of one (1) full year of service with Kirtland Hills Village.

Step #3 \$2,977.51 bi-weekly commencing at the beginning of the pay period following completion of two (2) full years of service with Kirtland Hills Village.

Step #4 \$3,182.83 bi-weekly commencing at the beginning of the pay period following completion of three (3) full years of service with Kirtland Hills Village.

Based upon prior experience and merit, the Mayor upon the recommendation of the Chief of Police, may waive the service time requirements relative to step advancements.

SECTION 10. That the compensation of part-time Police Officer shall be not less than \$23.02 per hour and not more than \$30.77 per hour as determined by the Mayor upon the recommendation of the Chief of Police who shall base his recommendation upon prior experience and merit of the individual.

SECTION 11. That the compensation of full-time Administrative Assistant shall be not less than \$19.84 per hour and not more than \$29.66 per hour as determined by the Mayor upon recommendation of the Chief of Police.

SECTION 12. That the compensation of a part-time Police Clerk shall be not less than \$19.10 per hour and not more than \$21.85 per hour as determined by the Mayor, upon the recommendation of the Chief of Police.

SECTION 13. Employees shall be eligible for additional compensation in the form of a year end bonus payable in December for extraordinary services rendered during the year. The awarding of a bonus shall be in the sole discretion of the Mayor upon recommendation by the Chief of Police. Not more than a total of \$11,000.00 per year shall be distributed to members of the Police Department; not more than a total of \$5,000.00 per year shall be distributed to members of the Service Department; and not more than a total of \$2,500.00 per year shall be distributed to other employees.

SECTION 14. That the compensation of the Clerk Treasurer shall be the sum of \$30.90 per hour.

SECTION 15. That the compensation of the Financial Consultant shall be the sum of \$53.05 per hour.

SECTION 16. That the compensation of the above officers and employees shall be paid bi-weekly.

SECTION 17. That the wages and salaries of Assistant Supervisor of Roads, Laborer, Clerk Treasurer, the Police Sergeant, full-time Police Officers, Administrative Assistant and part-time Police Officers are based upon a forty (40) hour work week. For hours worked in excess thereof, said employees shall be paid at time and one half.

SECTION 18. That the Chief of Police, Police Captain, Police Lieutenant and Supervisor of Roads shall work such hours, but not less than forty (40) hours per week, as are necessary to perform the duties of their offices. They shall receive no additional compensation for hours worked in excess of forty (40) hours per week nor shall they receive compensatory time off without the prior written approval or authorization of the Mayor.

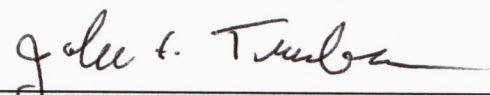
SECTION 19. That the compensation and salaries provided for in this Ordinance shall be effective as of December 13, 2025.

SECTION 20. That 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 of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

SECTION 21. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety and welfare of the inhabitants of the Village of Kirtland Hills, and for the further reason that immediate passage is necessary so as to provide the herein contained compensation for the officers and employees of the Village consistent with commitments made and shall, therefore, take effect and be in full force from and upon its passage.

PASSED: December 15, 2025

ATTEST: 
CLERK/TREASURER


MAYOR