

# CITY OF CLAYTON

## ORDINANCE NO. O – 12 – 25 – 34

### AN ORDINANCE ADOPTING THE 2026 JOB CATEGORIES AND WAGE SCALE FOR THE CITY OF CLAYTON, OHIO; ESTABLISHING CLASSIFICATIONS, PAY GRADES, AND COMPENSATION ADMINISTRATION AND DECLARING AN EMERGENCY

**WHEREAS**, The purpose of this Ordinance is to adopt and implement the 2026 Job Categories and Wage Scale for City of Clayton employees, to ensure competitive and equitable compensation, to align classifications with operational needs, and to provide for uniform administration consistent with applicable provisions of the Ohio Revised Code and the Clayton Codified Ordinances; and

**WHEREAS**, This Ordinance is enacted pursuant to the municipal home rule authority conferred by Article XVIII, Section 3 of the Ohio Constitution, applicable provisions of the Ohio Revised Code, and the Clayton Codified Ordinances authorizing Council to establish and fund positions, classifications; and compensation for municipal employees; and

**WHEREAS**, Council finds that:

- A staff report titled “Staff Report 2026 Job Categories and Wage Scale” was prepared and presented to Council and forms the basis for this action.
- The City has reviewed market conditions, internal equity, legal compliance, budgetary impacts, and operational requirements.
- Adoption of the 2026 scale promotes continuity of operations, recruitment and retention, fiscal responsibility, and compliance with applicable wage and hour requirements; and

**WHEREAS**, For purposes of this Ordinance:

3.1 “Job Category” means a grouping of related positions based on function, responsibility, and required qualifications (e.g., Administrative, Public Safety, Public Works, Professional/Technical, Seasonal/Temporary).

3.2 “Classification” means a distinct position title within a Job Category reflecting a defined scope of duties, minimum qualifications, and pay grade assignment (e.g., Finance Director, City Planner, Police Officer).

3.3 “Pay Grade” means a numeric or alphanumeric level in the compensation structure associated with a salary or hourly wage range, including minimum, midpoint, and maximum rates.

3.4 “Wage Scale” means the 2026 schedule of pay grades and corresponding rates adopted by this Ordinance, including rules for placement and movement within ranges.

3.5 “Exempt/Non-Exempt” refers to Fair Labor Standards Act (FLSA) exemption status.

3.6 “Step” means a defined progression point within a pay range, if steps are utilized.

3.7 “COLA” means cost-of-living adjustment; and

**WHEREAS**, The document entitled “Staff Report 2026 Job Categories and Wage Scale on file with the Clerk of Council, is adopted by reference as the City’s 2026 Job Categories and Wage Scale (the “2026 Wage Scale”), including:

- Job Categories and Classifications (titles and FLSA status);
- Pay Grade structure and the salary/hourly ranges for each grade;
- Step structure (if applicable), progression methodology, and effective rates;
- Position control and authorized headcount by department; and

4.2 Attachment. A copy of the 2026 Wage Scale, labeled “Exhibit A – 2026 Job Categories and Wage Scale,” is attached hereto and incorporated herein by reference.

4.3 Authority to Publish. The Clerk of Council is authorized to publish Exhibit A in summary form and to maintain the full exhibit for public inspection; and

**WHEREAS**, Implementation of the 2026 Wage Scale is contingent upon lawful appropriations adopted by Council. Department directors shall manage salary obligations within approved budgets.

5.2 Mid-Year Adjustments. The City Manager may recommend mid-year adjustments to address recruitment/retention, market shifts, or internal equity, subject to Council approval where required.

5.3 No Vested Rights. Placement within a range does not create a property interest in a particular rate or future increase. Prior tolerance of deviations does not create vested rights; and

**WHEREAS**, The City Manager is authorized to interpret and administer this Ordinance and Exhibit A, to issue implementing procedures consistent herewith, and to resolve ambiguities in a manner consistent with law and Council intent.

6.2 Recordkeeping. Human Resources shall maintain official classification specifications, pay ranges, FLSA determinations, and individual placement records, and shall provide reports to Council upon request.

6.3 Audit. The City reserves the right to audit compensation administration for compliance and equity and to take corrective action as necessary; and

**WHEREAS**, This Ordinance and the 2026 Wage Scale shall take effect on the first payroll period beginning on or after January 1, 2026, unless otherwise stated in Exhibit A.

7.2 Retroactivity. If Council determines retroactive effect is necessary to ensure continuity of pay, adjustments may be applied retroactively to January 1, 2026, as authorized in Exhibit A or a subsequent Council action; and

**WHEREAS**, If any provision of this Ordinance is held invalid or unenforceable, such invalidity shall not affect other provisions that can be given effect without the invalid provision, and to this end the provisions are severable; and

**WHEREAS**, All prior ordinances or resolutions, or parts thereof, that are inconsistent with this Ordinance or Exhibit A are hereby repealed or superseded to the extent of such inconsistency, effective as of the earliest period allowed by law following adoption and authentication.

**Clerk's Certification**

The Clerk of Council is directed to certify the adoption of this Resolution, attest to its accuracy, and maintain it in the City's legislative records. The Clerk shall further provide copies to the Finance Director and all affected departments.

Accordingly, in accordance with Charter Section 4.033(A) this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the City and shall therefore be in full force and effect from and immediately upon affirmative vote of at least five (5) of the members of Council.

**ADOPTED BY COUNCIL ON DECEMBER 18, 2025**

**AUTHENTICATION:**

  
Mayor (Presiding Officer of Council)

  
Clerk of Council

**APPROVED AS TO FORM:**

  
Law Director

## 2026 Job Categories and Wage Scales

### ELECTED OFFICIALS

<i>Position Title</i>	<i>Salary</i>
Mayor	\$ 7,200
City Council	\$ 4,800

### A. CLASS I-CITY COUNCIL APPOINTMENTS

<i>Position</i>	<i>Salary</i>
Clerk of Council	\$ 8,250

### B. CLASS II- EXEMPT EMPLOYEES

All employees in Class II shall be paid at a rate which is within the designated pay range. Annual wage adjustments shall be effectuated upon a written recommendation of the City Manager and subsequent concurrence by the City Council

<b>Section 1</b>	
<i>Position Title</i>	<i>Pay Range</i>
Director of Finance	\$72,193 to \$127,836
Chief of Police	\$72,193 to \$127,836
Fire Chief	\$72,193 to \$127,836
Director of Development	\$72,193 to \$127,836
Public Service Director	\$72,193 to \$127,836
Assistant to the C.M./H.R. Administrator	\$72,193 to \$127,836

<b>Section 2</b>	
<i>Position Title</i>	<i>Pay Range</i>
Fire Battalion Chief	\$72,193 to \$108,770
Police Lieutenant	\$72,193 to \$110,465
GIS and Zoning Administrator	\$53,364 to \$94,396
Director of Golf	\$54,636 to \$81,699
Golf Course Superintendent	\$54,636 to \$81,699
Assistant to the Finance Director	\$39,399 to \$70,180
Event Manager	\$53,045 to \$64,018
Fire Safety Inspector	\$63,654 to \$84,872

### C. CLASS III-CLASSIFIED FULL-TIME EMPLOYEES

All employees in Class III shall be paid at a rate which is within the designated pay range. Ranges will be adjusted based upon an annual wage adjustment as approved by the City Council.

<i>Position Title</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
Maintenance Worker III	\$30.63	\$31.56	\$32.52	\$33.43	\$34.37	\$35.31
Mechanic	\$24.78	\$25.81	\$27.11	\$28.47	\$29.71	
Golf Technician	\$19.74	\$20.13	\$20.85			
Administrative Assistant II	\$22.81	\$23.61	\$24.40	\$25.22	\$26.02	
Code Enforcement Officer	\$25.46	\$27.14	\$27.90	\$30.46	\$30.59	
Paramedic	\$18.00	\$20.50	\$22.00			

Approved 12/18/2025

**D. CLASS IV-PART-TIME/SEASONAL EMPLOYEES**

All employees in Class IV category will be paid at a rate which is within the designated range. The range or the wages will be subject to an annual wage adjustment as approved by the City Council.

<b>Section 1</b>	
<i>Position Title</i>	<i>Pay Range</i>
Meadowbrook Attendant	\$11.67 to \$13.50
Meadowbrook Assistant Attendant	\$11.00
Laborer	\$11.67 to \$13.50
Bartender	\$11.00
Event Assistant	\$17.98
Substitute City Clerk	\$50 per meeting

<b>Section 2</b>	
<i>Position Title</i>	<i>Pay Range</i>
CDL Equipment Operator	\$14.45 to \$20.29

<b>Section 3</b>		
<i>Police Department</i>		
<i>Position Title</i>	<i>Step 1</i>	<i>Step 2</i>
Police Officer	\$19.43	\$21.77
Property Room Manager	\$19.43	\$21.77

<i>Fire Department</i>	
<i>Position Title</i>	<i>Pay Range</i>
Firefighter/EMS	\$14.07 to \$20.56
EMS Only	\$14.07 to \$20.56
Fire Inspector	\$25.00 to \$35.00