

ORDINANCE NO. 29-19

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER John Palcher ON THE 16<sup>th</sup> DAY OF December, 2019.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 21-19 IN ITS ENTIRETY AND TO ESTABLISH CLASS TITLES, PAY RANGES, GRADES, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO.

WHEREAS, Ordinance 21-19 adopted by the City on November 4, 2019, established class titles, pay ranges, grades, rates of pay, and regulations for the employees of the City of Centerville; and

WHEREAS, it is intended to repeal Ordinance 21-19 in its entirety and to replace the same with the updated class titles, pay ranges, grades, rates of pay, and regulations for the employees of the City of Centerville, which is in the best interests of the City.

Now therefore, the Municipality of Centerville hereby ordains,

Section 1. General

The City of Centerville shall employ and retain people qualified to provide necessary governmental services for its citizens. All relationships with employees shall be based on the principles of fairness, impartiality, honesty and respect among all persons.

Section 2. Class Titles, Job Titles, Pay Ranges and Grades

Ordinance 21-19 is hereby repealed in its entirety. The listings on Attachments A and B of employee class titles and pay grade designations are hereby authorized and established, having gone into effect.

Section 3. Merit Wage and Salary Plan

Attachment A for certain supervisory personnel, Attachment B for all others.

Section 4. Employment and Advancement

- A. The Wage and Salary Plan on Attachments A and B prescribe the basic rates of pay for various classes of employees.
- B. When a vacancy occurs in any department, the City Manager is authorized to hire a replacement within the same pay range or grade, consistent with budget authorizations.
- C. Subject to satisfactory evaluation ratings, an employee covered under the wage and salary plan on Attachment A or B, may be moved into the next pay step or granted an increase upon the successful completion of his/her probationary period.
- D. Employees paid subject to Attachment B are eligible for a merit increase after being designated as a regular employee, up to the maximum as provided for in Attachment B, upon recommendation of the department head and an above average evaluation.

E. Any employee advanced to a higher position through promotion shall receive an increase in pay.

Section 5. Employee Merit and Longevity Program

The following service levels and amounts will be implemented according to policies outlined in the Personnel Manual:

<u>Years of Service</u>	<u>Amount</u>
after 6.5 years but less than 10 years	\$330
after 10 years but less than 15 years	\$400
after 15 years but less than 20 years	\$460
after 20+ years	\$530

City Council will decide on an annual basis whether or not the program will be implemented based upon their assessment of the financial condition of the City. Council will also annually determine the award amounts to be given for each level of service.

The City Manager, Clerk of Council and Assistant to Clerk of Council shall not be eligible for the merit longevity program.

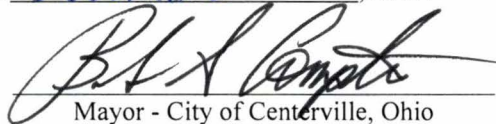
Section 6. Health Insurance Rebate Qualifying full-time employees electing not to participate in the City's health insurance plan shall be paid an annual amount of 15% of the total family health insurance premium.

Section 7. Supplemental Retirement Plan Upon retirement (including disability retirement) qualifying employees shall be permitted to cash in the accrued but unused sick leave for a cash payment in the amount of \$470 for each year of service, or a portion of this amount rounded up to the nearest quarter of a year. This cash payment amount will be established by Council on an annual basis.

Section 8. Agreements The City Manager's actions in executing any Employment Agreements are hereby ratified.

Section 9. This Ordinance is hereby declared to be an emergency measure and shall become effective December 23, 2019. An emergency affecting the public welfare is declared to exist by virtue of the immediate need to reorganize the personnel of the City.

PASSED this 16<sup>th</sup> day of December, 2019.

  
Mayor - City of Centerville, Ohio

ATTEST:

  
Clerk of Council of the City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Ordinance Number 29-19 passed by the Council of the City of Centerville, Ohio, on the 16<sup>th</sup> day of December 2019.

  
Clerk of Council

Approved as to legal form and consistency  
with existing ordinances, the Charter and  
constitutional provisions.

Department of Law  
Scott Liberman  
Municipal Attorney

Attachment A

A. Unclassified Council Appointed Class I

Each employee listed in Class I shall be paid the salary specified below. Each employee shall be evaluated annually and will be eligible to receive a merit payment based upon performance.

<u>Title</u>	<u>Salary/Pay Range</u>
Clerk of Council	\$57,400- 71,750
City Manager	\$182,960.78
Assistant to the Clerk of Council	Class III; Pay Grade 29

B. Unclassified Manager Appointed Class II

All employees in Class II shall be paid within the designated pay range. The range may increase with the general wage adjustment made for all other employees; the individual salaries shall not increase automatically. Each employee shall receive an annual evaluation and will be eligible to receive a merit payment and/or increase, based upon a percentage of annual salary. The amount of the merit payment and/or increase shall be based upon performance up to the maximum amount of the pay range, at any time during the year. These persons shall be eligible to receive an additional merit payment of up to 3% of their annual salary.

*Section I*

<u>Title</u>	<u>Pay Range</u>
Assistant City Manager	\$108,479 – 142,181
Chief of Police	\$104,864 – 138,148
Public Works Director	\$104,864 – 138,148
Finance Director	\$93,490 – 123,847
Captain	\$93,490 – 123,847
City Engineer	\$80,363 – 120,744
Information Technology Manager	\$80,363 – 120,744
Human Resources Manager	\$75,608 – 111,191
Development Director	\$83,677– 122,963
City Planner	\$75,608 – 111,191
Economic Development Director	\$72,763 – 106,925
Assistant to the City Manager	\$64,777 – 96,298
Communications Director	\$64,777– 102,448

*Section II*

Public Works Operations Manager	\$69,999 – 103,711
Chief Building Official	\$61,999 – 97,432
Assistant City Engineer	\$64,777– 96,298
Assistant Finance Director	\$63,391– 93,916
Superintendent of Taxation	\$63,391– 93,916
Public Works Supervisor	\$61,436 – 91,184
Assistant City Planner	\$61,497– 83,013
Staff Engineer	\$61,497 – 74,683
Benham's Grove Administrator	\$42,478 – 62,625
Events Coordinator	\$43,050 – 54,325

C. Classified Year-Round Employees Class III

All employees in Class III shall be paid within the designated pay range. Ranges will be automatically adjusted based upon the general wage adjustment. Each employee shall receive an annual evaluation and will be eligible for a merit step increase once per year, based upon the attached pay scale.

Attachment A

<u>Title</u>	<u>Pay Grade</u>
Building Inspector	42
Master Mechanic	41
Plumbing Inspector	40
 <u>Classified Year-Round Employees Class III (continued)</u>	
Zoning/Code Enforcement Inspector/Code Official	40
Planner II	39
Engineering Aide/Public Works Inspector II	38
GIS Analyst	35
Planner I	35
Engineer Aide/Public Works Inspector I	34
Vehicle/Equipment Mechanic	34
Group Leader	33
Secretary II	31
Human Resources Analyst	31
Assistant Superintendent of Taxation	30
Equipment Operator	29
Secretary I	29
Finance Clerk II	27
GIS Technician	27
Facilities Manager	27
Mechanic's Helper	26
Maintenance Worker	26
Police Records Specialist	25
Secretary	24
Building Inspection Administrator	24
Assistant to the Clerk of Council	29
Finance Clerk I	22
Benham's Grove Assistant Administrator	18
Custodian	14
Laborer II	14
Finance Clerk	8
Building Attendant I	8
Building Attendant	3
Laborer I	1

D. Police Employees Class IV

All employees in Class IV shall be paid within the designated pay range below. Ranges and individual wages will be automatically adjusted based upon the general wage adjustment. Each employee shall receive, at a minimum, an annual evaluation and will be eligible for a merit step increase once per year, based upon the scale below.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Police Lieutenant	40.53	42.54	44.70	46.88	49.24	51.70	54.28
Probationary Police Officer	29.88	31.86	33.06	33.97	38.18	40.05	42.07
Staff Services Coordinator	29.88	31.87	33.06	33.97	38.18	40.05	42.07
Records/Communications Supervisor	25.42	27.17	28.83	30.58	32.28	34.01	35.73
Records/Communications Specialist	22.43	23.91	25.50	27.19	28.72	30.10	31.58

1. Police officers and communications employees listed above who work second or third shift shall be paid a shift differential of \$.60 per hour for those hours actually worked.

Attachment A

2. Lieutenants shall receive an educational incentive in the amount of \$200 for an Associate's degree, \$400 for a Bachelor's degree, and \$500 for a Master's degree. This educational incentive will also be paid to communications personnel hired prior to January 1, 2005. Payment shall be on an annual basis in December of each year.

E. Public Works Specialty Pay Class V

Public Works Maintenance Workers, Equipment Operators or Group Leaders may perform specialty assignments requiring arborist certification or experience in skilled trades when authorized by the Public Works Director. Certified arborists or skilled trade experienced employees will be paid an additional \$1.89 per hour, provided the employee maintains proper/current certification.

F. Part-Time Employees Class VI

All employees in Class VI will be paid within the designated range. Each employee shall receive, at a minimum, an annual evaluation and will be eligible for a merit increase once per year, based upon the scale below.

<u>Title</u>	<u>Pay Range</u>
Police Cadet	\$12.30 – 16.40
Benham's Grove Event Coordinator	\$12.30 – 16.40
Secretary	\$12.30 – 15.38
Code Enforcement Officer/Code Official	\$11.28 – 15.38
Benham's Grove Events Host	\$10.25 – 14.35
Benham's Grove Laborer	\$10.25 – 14.35
Office Clerk/Receptionist	\$10.25 – 14.35

G. Intermittent, Seasonal or Temporary Employees Class VII

All employees in Class VII will be paid within the designated range. Each employee shall be evaluated as appropriate, and may receive a merit increase as appropriate. Employees in Class VII shall not be eligible for benefits.

<u>Title</u>	<u>Pay Range</u>
Plumbing/Building Inspector	\$20.50 – 30.75
Public Works Auxiliary Operator	\$12.30 – 20.50
Public Works Auxiliary Maintenance Worker	\$12.30 – 18.45
Secretary	\$12.30 – 15.38
Office Clerk/Receptionist	\$10.25 – 14.35
Intern	\$10.25 – 14.35
Benham's Grove Events Host	\$10.25 – 14.35
Stage Manager	\$10.25 – 14.35
Laborer	\$10.25 – 14.35

## City of Centerville, Ohio 2020 Pay Chart

		<u>Step</u>							
		2.5%	A	B	C	D	E H	F I	G J
<u>Grade</u>									
1	Hourly	10.71	11.26	11.84	12.43	13.05	13.70		
	Hourly after 5 years service						14.15	14.85	15.61
2	Hourly	11.02	11.56	12.13	12.71	13.37	14.06		
	Hourly after 5 years service						14.53	15.25	16.01
3	Hourly	11.29	11.85	12.45	13.07	13.71	14.39		
	Hourly after 5 years service						14.86	15.62	16.39
4	Hourly	11.56	12.13	12.71	13.37	14.06	14.77		
	Hourly after 5 years service						15.25	16.01	16.81
5	Hourly	11.86	12.46	13.08	13.72	14.40	15.12		
	Hourly after 5 years service						15.63	16.40	17.23
6	Hourly	12.15	12.74	13.40	14.08	14.78	15.52		
	Hourly after 5 years service						16.03	16.83	17.66
7	Hourly	12.46	13.08	13.72	14.40	15.12	15.87		
	Hourly after 5 years service						16.40	17.23	18.11
8	Hourly	12.75	13.41	14.09	14.79	15.53	16.30		
	Hourly after 5 years service						16.84	17.69	18.55
9	Hourly	13.09	13.75	14.45	15.16	15.89	16.71		
	Hourly after 5 years service						17.25	18.15	19.02
10	Hourly	13.41	14.09	14.79	15.53	16.30	17.11		
	Hourly after 5 years service						17.69	18.55	19.51

11	Hourly	13.75	14.45	15.16	15.89	16.71	17.55	18.39
	<b>Hourly after 5 years service</b>					18.15	19.02	19.99
12	Hourly	14.10	14.80	15.54	16.31	17.13	17.98	18.87
	<b>Hourly after 5 years service</b>					18.59	19.52	20.48
13	Hourly	14.45	15.16	15.89	16.71	17.55	18.39	19.35
	<b>Hourly after 5 years service</b>					19.02	19.99	20.97
14	Hourly	14.80	15.54	16.31	17.13	17.98	18.87	19.83
	<b>Hourly after 5 years service</b>					19.52	20.48	21.51
15	Hourly	15.18	15.92	16.72	17.56	18.42	19.37	20.34
	<b>Hourly after 5 years service</b>					20.00	20.99	22.07
16	Hourly	15.54	16.31	17.13	17.98	18.87	19.83	20.84
	<b>Hourly after 5 years service</b>					20.48	21.51	22.60
17	Hourly	15.95	16.74	17.59	18.45	19.40	20.38	21.39
	<b>Hourly after 5 years service</b>					21.04	22.10	23.20
18	Hourly	16.32	17.15	17.99	18.90	19.84	20.85	21.89
	<b>Hourly after 5 years service</b>					21.54	22.61	23.75
19	Hourly	16.74	17.59	18.45	19.40	20.38	21.39	22.45
	<b>Hourly after 5 years service</b>					22.10	23.20	24.35
20	Hourly	17.16	18.00	18.91	19.86	20.86	21.90	23.00
	<b>Hourly after 5 years service</b>					22.63	23.76	24.94
21	Hourly	17.60	18.46	19.41	20.39	21.40	22.46	23.60
	<b>Hourly after 5 years service</b>					23.21	24.36	25.59
22	Hourly	18.01	18.92	19.89	20.88	21.91	23.01	24.18
	<b>Hourly after 5 years service</b>					23.78	24.95	26.20
23	Hourly	18.46	19.41	20.39	21.40	22.46	23.60	24.77
	<b>Hourly after 5 years service</b>					24.36	25.59	26.84
24	Hourly	18.93	19.90	20.89	21.92	23.03	24.21	25.37
	<b>Hourly after 5 years service</b>					24.96	26.22	27.57



25	Hourly	19.43	20.40	21.42	22.51	23.63	24.79	26.04
	<b>Hourly after 5 years service</b>					25.61	26.87	28.25
26	Hourly	19.91	20.90	21.95	23.04	24.22	25.42	26.68
	<b>Hourly after 5 years service</b>					26.25	27.59	28.94
27	Hourly	20.40	21.42	22.51	23.63	24.79	26.04	27.32
	<b>Hourly after 5 years service</b>					26.87	28.25	29.65
28	Hourly	20.90	21.95	23.04	24.22	25.42	26.68	27.99
	<b>Hourly after 5 years service</b>					27.59	28.94	30.38
29	Hourly	21.43	22.52	23.64	24.81	26.05	27.33	28.73
	<b>Hourly after 5 years service</b>					28.27	29.66	31.16
30	Hourly	21.98	23.08	24.25	25.46	26.72	28.04	29.44
	<b>Hourly after 5 years service</b>					28.97	30.42	31.95
31	Hourly	22.54	23.66	24.84	26.07	27.36	28.75	30.19
	<b>Hourly after 5 years service</b>					29.70	31.18	32.74
32	Hourly	23.09	24.26	25.48	26.74	28.07	29.48	30.98
	<b>Hourly after 5 years service</b>					30.47	32.00	33.59
33	Hourly	23.68	24.87	26.09	27.40	28.78	30.21	31.72
	<b>Hourly after 5 years service</b>					31.23	32.80	34.42
34	Hourly	24.28	25.50	26.76	28.10	29.50	31.00	32.53
	<b>Hourly after 5 years service</b>					32.02	33.62	35.31
35	Hourly	24.87	26.09	27.40	28.78	30.21	31.72	33.30
	<b>Hourly after 5 years service</b>					32.80	34.42	36.14
36	Hourly	25.50	26.76	28.10	29.50	31.00	32.53	34.16
	<b>Hourly after 5 years service</b>					33.62	35.31	37.06
37	Hourly	26.10	27.42	28.81	30.23	31.76	33.34	35.00
	<b>Hourly after 5 years service</b>					34.46	36.18	38.00

38	Hourly	26.77	28.11	29.52	31.01	32.56	34.17	35.88
	Hourly after 5 years service					34.46	36.18	38.00
39	Hourly	27.43	28.83	30.24	31.78	33.36	35.01	36.81
	Hourly after 5 years service					36.20	38.02	39.89
40	Hourly	28.16	29.54	31.03	32.58	34.20	35.93	37.74
	Hourly after 5 years service					37.12	38.98	40.94
41	Hourly	28.85	30.31	31.81	33.42	35.08	36.84	38.67
	Hourly after 5 years service					38.07	39.96	41.97
42	Hourly	29.55	31.04	32.60	34.22	35.96	37.75	39.63
	Hourly after 5 years service					38.99	40.96	42.98
43	Hourly	30.32	31.84	33.43	35.09	36.85	38.68	40.63
	Hourly after 5 years service					39.99	41.98	44.10
44	Hourly	31.06	32.63	34.26	35.99	37.78	39.67	41.65
	Hourly after 5 years service					40.98	43.01	45.17
45	Hourly	31.85	33.44	35.10	36.86	38.69	40.64	42.67
	Hourly after 5 years service					41.99	44.12	46.30
46	Hourly	32.65	34.29	36.02	37.81	39.70	41.68	43.74
	Hourly after 5 years service					43.06	45.19	47.46
47	Hourly	33.46	35.11	36.87	38.70	40.65	42.68	44.84
	Hourly after 5 years service					44.13	46.31	48.68
48	Hourly	34.30	36.04	37.82	39.71	41.69	43.75	45.97
	Hourly after 5 years service					45.20	47.47	49.87
49	Hourly	35.15	36.89	38.72	40.68	42.72	44.87	47.11
	Hourly after 5 years service					46.33	48.70	51.12
50	Hourly	36.06	37.84	39.76	41.73	43.79	46.01	48.30
	Hourly after 5 years service					47.53	49.90	52.42