

ORDINANCE NO. 31-17

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Belinda Kenley ON THE
18th DAY OF December, 2017.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBERS 30-16 AND 20-17 IN THEIR ENTIRETY AND TO ESTABLISH CLASS TITLES, PAY RANGES, GRADES, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO.

WHEREAS, Ordinances 30-16 and 20-17 adopted by the City on January 23, 2017, and August 21, 2017, respectively, establish class titles, pay ranges, grades, rates of pay, and regulations for the employees of the City of Centerville ; and

WHEREAS, the City periodically reviews and updates those items; and

WHEREAS, it is intended to repeal Ordinances 30-16 and 20-17 and replace in their entirety 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

Ordinances 30-16 and 20-17 are hereby repealed. The listing on Attachment A of employee class titles and pay grade designations are hereby authorized and established and shall go into effect on December 25, 2017.

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 prescribes 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 and 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 PPO 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 18, 2017. 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 18th day of December, 2017.



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 31-17 passed by the Council of the City of Centerville, Ohio, on the 18th day of December 2017.

Carin B. Andrew
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

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</u>
Clerk of Council	\$ 64,000
City Manager	\$169,998.40
Assistant to the Clerk of Council	Class III; Pay Grade 24

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	\$103,000 – 135,000
Chief of Police	\$99,568 – 131,172
Public Works Director	\$99,568 – 131,172
Finance Director	\$88,769 – 117,592
Captain	\$88,769 – 117,592
City Engineer	\$76,305 – 114,646
Information Technology Manager	\$76,305 – 114,646
Human Resources Manager/Yankee Trace	\$71,790 – 105,576
City Planner	\$71,790 – 105,576
Economic Development Administrator	\$69,037 – 101,525
Assistant to the City Manager	\$61,506 – 91,435
Community Resources Coordinator	\$61,506 – 91,435

Section II

Public Works Operations Manager	\$66,464 – 98,473
Chief Building Official	\$58,868 – 92,512
Assistant City Engineer	\$61,506 – 91,435
Assistant Finance Director	\$60,190 – 89,173
Superintendent of Taxation	\$60,190 – 89,173
Public Works Supervisor	\$58,334 – 86,579
Assistant City Planner	\$58,391 – 78,820
Staff Engineer	\$58,391 – 70,911
Benham's Grove Administrator	\$39,254 – 59,463

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.

<u>Title</u>	<u>Pay Grade</u>
Master Mechanic	41
Plumbing Inspector	40
Planner II	39
Zoning/Code Enforcement Inspector/Code Official	39
Building Inspector	38
Engineering Aide/Public Works Inspector II	38
GIS Analyst	35

Classified Year-Round Employees Class III (continued)

Planner I	35
City Horticulturist	34
Engineer Aide/Public Works Inspector I	34
Vehicle/Equipment Mechanic	34
Group Leader	33
Secretary II	31
Assistant Superintendent of Taxation	30
Equipment Operator	29
Secretary I	29
Finance Clerk II	27
GIS Technician	27
Mechanic's Helper	26
Maintenance Worker	26
Secretary	24
Assistant to the Clerk of Council	24
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.

	A	B	C	D	E	F	G
Police Lieutenant	38.48	40.39	42.44	44.52	46.76	49.09	51.54
Police Sergeant	34.15	35.90	37.65	39.55	41.50	43.56	45.80
Probationary Police Officer	28.37	30.26	32.25	34.32	36.25	38.02	39.94
Staff Services Coordinator	28.37	30.26	32.25	34.32	36.25	38.02	39.94
Records/Communications Supervisor	24.14	25.80	27.38	29.03	30.65	32.29	33.93
Records/Communications Specialist	21.29	22.71	24.21	25.82	27.21	28.58	29.99

1. Police officers, cadets, 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.
2. Non-probationary police officers listed above, excluding the police chief, 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. Police Officers Class IV

Due to the collective bargaining process, the City shall maintain the status quo with respect to the ranges and individual wages of non-probationary police officers, and therefore the ranges and individual wages will not be automatically adjusted based on 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.

	A	B	C	D	E	F	G
Non-Probationary Police Officer	27.61	29.45	31.39	33.41	35.28	37.00	38.87

1. Police officers who work second or third shift shall be paid a shift differential of \$.60 per hour for those hours actually worked.
2. Police officers who act as Officer in Charge of a shift shall be paid an additional \$1.10 per hour for those hours worked as Officer in Charge.
3. Non-probationary police officers listed above 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. Payment shall be on an annual basis in December of each year.

F. 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.

G. Part-Time Employees Class VI

All employees in Class VI will be paid within the designated range. The range or the wages will not be affected by the general wage adjustment. 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	\$12.00 – 16.00
Benham's Grove Event Coordinator	\$12.00 – 16.00
Secretary	\$12.00 – 15.00
Code Enforcement Officer/Code Official	\$11.00 – 15.00
Benham's Grove Events Host	\$10.00 – 14.00
Benham's Grove Laborer	\$10.00 – 14.00
Office Clerk/Receptionist	\$10.00 – 14.00

H. Intermittent, Seasonal or Temporary Employees Class VII

All employees in Class VII will be paid within the designated range. The range or the wages will not be affected by the general wage adjustment. 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	\$20.00 – 30.00
Public Works Auxiliary Operator	\$12.00 – 20.00
Public Works Auxiliary Maintenance Worker	\$12.00 – 18.00
Secretary	\$12.00 – 15.00
Office Clerk/Receptionist	\$10.00 – 14.00
Intern	\$10.00 – 14.00
Benham's Grove Events Host	\$10.00 – 14.00
Stage Manager	\$10.00 – 14.00
Laborer	\$10.00 – 14.00

City of Centerville, Ohio 2018 Pay Chart

		<u>Step</u>						
		2.75%	A	B	C	D	E H	F I
<u>Grade</u>								
1	Hourly	10.17	10.70	11.24	11.81	12.39	13.01	13.65
	Hourly after 5 years service					13.43	14.10	14.82
2	Hourly	10.46	10.98	11.51	12.07	12.69	13.35	14.02
	Hourly after 5 years service					13.80	14.48	15.20
3	Hourly	10.72	11.25	11.82	12.41	13.02	13.66	14.35
	Hourly after 5 years service					14.11	14.83	15.56
4	Hourly	10.98	11.51	12.07	12.69	13.35	14.02	14.68
	Hourly after 5 years service					14.48	15.20	15.96
5	Hourly	11.26	11.83	12.42	13.03	13.67	14.36	15.07
	Hourly after 5 years service					14.84	15.57	16.36
6	Hourly	11.53	12.10	12.72	13.37	14.03	14.73	15.45
	Hourly after 5 years service					15.22	15.98	16.77
7	Hourly	11.83	12.42	13.03	13.67	14.36	15.07	15.82
	Hourly after 5 years service					15.57	16.36	17.20
8	Hourly	12.11	12.73	13.38	14.04	14.74	15.47	16.24
	Hourly after 5 years service					15.99	16.80	17.62
9	Hourly	12.43	13.05	13.72	14.39	15.09	15.86	16.66
	Hourly after 5 years service					16.38	17.24	18.06
10	Hourly	12.73	13.38	14.04	14.74	15.47	16.24	17.06
	Hourly after 5 years service					16.80	17.62	18.52
11	Hourly	13.05	13.72	14.39	15.09	15.86	16.66	17.46
	Hourly after 5 years service					17.24	18.06	18.98
12	Hourly	13.39	14.05	14.75	15.48	16.26	17.07	17.92
	Hourly after 5 years service					17.65	18.53	19.45

		<i>Step</i>							
		2.75%	A	B	C	D	E	F	G
<i>Grade</i>							H	I	J
13	Hourly	13.72	14.39	15.09	15.86	16.66	17.46	18.37	
	Hourly after 5 years service					18.06	18.98	19.91	
14	Hourly	14.05	14.75	15.48	16.26	17.07	17.92	18.83	
	Hourly after 5 years service					18.53	19.45	20.43	
15	Hourly	14.41	15.11	15.87	16.67	17.49	18.39	19.31	
	Hourly after 5 years service					18.99	19.93	20.95	
16	Hourly	14.75	15.48	16.26	17.07	17.92	18.83	19.79	
	Hourly after 5 years service					19.45	20.43	21.46	
17	Hourly	15.14	15.89	16.70	17.52	18.42	19.35	20.31	
	Hourly after 5 years service					19.98	20.98	22.02	
18	Hourly	15.49	16.28	17.08	17.95	18.84	19.80	20.79	
	Hourly after 5 years service					20.45	21.47	22.55	
19	Hourly	15.89	16.70	17.52	18.42	19.35	20.31	21.31	
	Hourly after 5 years service					20.98	22.02	23.12	
20	Hourly	16.29	17.09	17.96	18.86	19.81	20.80	21.84	
	Hourly after 5 years service					21.49	22.56	23.68	
21	Hourly	16.71	17.53	18.43	19.36	20.32	21.32	22.40	
	Hourly after 5 years service					22.03	23.13	24.30	
22	Hourly	17.10	17.97	18.88	19.82	20.81	21.85	22.96	
	Hourly after 5 years service					22.58	23.69	24.88	
23	Hourly	17.53	18.43	19.36	20.32	21.32	22.40	23.52	
	Hourly after 5 years service					23.13	24.30	25.49	
24	Hourly	17.98	18.89	19.83	20.82	21.87	22.99	24.09	
	Hourly after 5 years service					23.70	24.90	26.18	
25	Hourly	18.45	19.37	20.34	21.37	22.43	23.54	24.72	
	Hourly after 5 years service					24.32	25.51	26.82	

		<i>Step</i>							
		2.75%	A	B	C	D	E	F	G
<i>Grade</i>							H	I	J
26	Hourly	18.90	19.84	20.84	21.88	23.00	24.14	25.33	
	Hourly after 5 years service					24.92	26.20	27.47	
27	Hourly	19.37	20.34	21.37	22.43	23.54	24.72	25.94	
	Hourly after 5 years service					25.51	26.82	28.16	
28	Hourly	19.84	20.84	21.88	23.00	24.14	25.33	26.58	
	Hourly after 5 years service					26.20	27.47	28.85	
29	Hourly	20.35	21.38	22.44	23.55	24.73	25.95	27.28	
	Hourly after 5 years service					26.84	28.17	29.59	
30	Hourly	20.87	21.92	23.03	24.18	25.37	26.63	27.95	
	Hourly after 5 years service					27.50	28.89	30.34	
31	Hourly	21.40	22.46	23.58	24.75	25.98	27.30	28.66	
	Hourly after 5 years service					28.20	29.61	31.09	
32	Hourly	21.93	23.04	24.19	25.39	26.66	27.99	29.41	
	Hourly after 5 years service					28.93	30.38	31.89	
33	Hourly	22.48	23.61	24.77	26.01	27.33	28.68	30.12	
	Hourly after 5 years service					29.65	31.14	32.68	
34	Hourly	23.06	24.21	25.41	26.68	28.01	29.43	30.89	
	Hourly after 5 years service					30.40	31.92	33.53	
35	Hourly	23.61	24.77	26.01	27.33	28.68	30.12	31.62	
	Hourly after 5 years service					31.14	32.68	34.32	
36	Hourly	24.21	25.41	26.68	28.01	29.43	30.89	32.44	
	Hourly after 5 years service					31.92	33.53	35.19	
37	Hourly	24.78	26.03	27.36	28.70	30.16	31.66	33.24	
	Hourly after 5 years service					32.72	34.36	36.08	
38	Hourly	25.42	26.69	28.03	29.44	30.92	32.45	34.06	
	Hourly after 5 years service					33.55	35.22	36.99	

		<u>Step</u>							
		2.75%	A	B	C	D	E	F	G
<u>Grade</u>							H	I	J
39	Hourly	26.04	27.38	28.71	30.17	31.68	33.25	34.95	
	Hourly after 5 years service					34.37	36.10	37.88	
40	Hourly	26.73	28.05	29.46	30.94	32.48	34.11	35.83	
	Hourly after 5 years service					35.24	37.01	38.87	
41	Hourly	27.40	28.78	30.20	31.73	33.30	34.98	36.72	
	Hourly after 5 years service					36.15	37.95	39.85	
42	Hourly	28.06	29.47	30.95	32.50	34.14	35.84	37.63	
	Hourly after 5 years service					37.02	38.89	40.81	
43	Hourly	28.79	30.23	31.74	33.31	34.99	36.73	38.58	
	Hourly after 5 years service					37.97	39.86	41.87	
44	Hourly	29.49	30.98	32.53	34.17	35.87	37.66	39.54	
	Hourly after 5 years service					38.91	40.84	42.89	
45	Hourly	30.24	31.75	33.32	35.00	36.74	38.59	40.52	
	Hourly after 5 years service					39.87	41.89	43.96	
46	Hourly	31.00	32.55	34.20	35.90	37.69	39.57	41.53	
	Hourly after 5 years service					40.89	42.91	45.06	
47	Hourly	31.77	33.33	35.01	36.75	38.60	40.53	42.58	
	Hourly after 5 years service					41.90	43.97	46.22	
48	Hourly	32.56	34.22	35.91	37.70	39.58	41.54	43.65	
	Hourly after 5 years service					42.92	45.07	47.35	
49	Hourly	33.37	35.03	36.77	38.63	40.56	42.61	44.73	
	Hourly after 5 years service					43.99	46.24	48.54	
50	Hourly	34.24	35.93	37.75	39.62	41.58	43.69	45.86	
	Hourly after 5 years service					45.13	47.38	49.77	