

ORDINANCE NO. 29-16

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Mark Engert ON THE  
19<sup>th</sup> DAY OF December, 2016.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBERS 28-15 AND 07-16 IN THEIR ENTIRETY AND TO ESTABLISH CLASS TITLES, PAY RANGES, GRADES, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO.

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Ordinances 28-15 and 07-16 are hereby repealed.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 26, 2016.

**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 Attachment 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. However, City Council hereby authorizes a merit payment, to be based upon a percentage of annual salary, for the City Manager and the Clerk of Council. The merit payment for the City Manager shall be 6.518% of his annual salary. Said payment shall be made no later than January 31, 2017. The City Manager will receive 25 days of vacation on an annual basis. The merit payment for the Assistant to the Clerk of Council shall be \$330. Said payment shall be made no later than January 31, 2017.

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 \$460 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. Vacation Leave Conversion

The City Manager may, once annually, convert up to a maximum of 80 hours of his/her accrued vacation leave. The ratio for conversion is one hour for one hour. The rules governing this vacation leave conversion program shall be filed with and approved by the Ohio Public Employees Retirement System. Eligibility to convert such leave requires that all of the following apply to the City Manager:

1. Has, at the time of filing a request with the Finance Director to convert leave, an accrued vacation leave balance equal to or greater than the amount of hours requested to be converted;
2. The amount of vacation leave converted into a cash payment in one calendar year must not exceed the amount of vacation leave accrued in the prior calendar year; and
3. Has a record of at least 25 years of accumulated public service. Evidence of such accumulated public service may include a record of accumulated public service on file with the City of Centerville, as indicated by the employee's "Date of Hire" or "Leave Date" or a record of accumulated or purchased service credit on file with any of the Ohio Retirement Systems.

Section 9. Agreements The City Manager's actions in executing any Employment Agreements are hereby ratified.

Section 10. This Ordinance is hereby declared to be an emergency measure and shall become effective December 19, 2016. 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 19<sup>th</sup> day of December, 2016.

  
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 29-16 passed by the Council of the City of Centerville, Ohio, on the 17<sup>th</sup> day of December 2016.



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	\$ 61,000
City Manager	\$153,440
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 annual 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>
Chief of Police	\$96,903 – 127,661
Public Works Director	\$96,903 – 127,661
Finance Director	\$86,393 – 114,445
Captain	\$86,393 – 114,445
City Engineer	\$74,263 – 111,578
Information Technology Manager	\$74,263 – 111,578
Human Resources Manager/Yankee Trace	\$69,869 – 102,750
City Planner	\$69,869 – 102,750
Economic Development Administrator	\$67,189 – 98,808
Assistant City Manager	\$67,189 – 98,808
Assistant to the City Manager	\$59,860 – 88,988

***Section II***

Public Works Operations Manager	\$64,685 – 95,837
Chief Building Official	\$57,292 – 90,036
Community Resources Coordinator	\$59,860 – 88,988
Assistant City Engineer	\$59,860 – 88,988
Assistant Finance Director	\$58,579 – 86,786
Superintendent of Taxation	\$58,579 – 86,786
Public Works Supervisor	\$56,773 – 84,262
Assistant City Planner	\$56,828 – 76,710
Staff Engineer	\$56,828 – 69,013

**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 annual 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
Zoning/Code Enforcement Inspector/Code Official	39
Planner II	39
Engineering Aide/Public Works Inspector II	38

Classified Year-Round Employees Class III (continued)

Building Inspector	38
Planner I	35
GIS Analyst	35
City Horticulturist	34
Engineer Aide/Public Works Inspector I	34
Vehicle/Equipment Mechanic	33
Secretary II	31
Group Leader	31
Assistant Superintendent of Taxation	30
Secretary I	29
Equipment Operator	28
GIS Technician	27
Finance Clerk II	25
Secretary	24
Assistant to the Clerk of Council	24
Mechanic's Helper	24
Maintenance Worker	24
Finance Clerk I	22
Benham's Grove Assistant Administrator	18
Custodian	13
Laborer II	13
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 annual 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	37.45	39.31	41.30	43.33	45.50	47.78	50.16
Police Sergeant	33.24	34.94	36.65	38.49	40.39	42.40	44.57
Police Officer	27.61	29.45	31.39	33.41	35.28	37.00	38.87
Staff Services Coordinator	27.61	29.45	31.39	33.41	35.28	37.00	38.87
Records/Communications Supervisor	23.49	25.10	26.65	28.25	29.83	31.42	33.02
Records/Communications Specialist	20.72	22.11	23.56	25.13	26.48	27.81	29.19

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. 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, excluding the police chief, 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. 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 Arborist Class V**

Public Works Maintenance Workers, Equipment Operators or Group Leaders who earn Arborist Certification through the International Society of Arboriculture may perform oversight duties associated with an Arborist function in the Street Maintenance Division, when authorized by the Public Works Director. Certified Arborists with specifically assigned oversight duties will be paid an additional \$1.89 per hour.

**F. 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 annual 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	\$10.00 – 16.00
Benham's Grove Laborer II	\$10.00 – 16.00
Secretary	\$12.00 – 15.00
Code Enforcement Officer/Code Official	\$11.00 – 15.00
Office Clerk/Receptionist	\$ 9.00 – 13.00
Benham's Grove Events Host	\$ 9.00 – 12.00
Benham's Grove Laborer I	\$ 9.00 – 12.00

**G. 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 annual 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	\$ 9.00 – 13.00
Intern	\$ 9.00 – 13.00
Benham's Grove Events Host	\$ 9.00 – 12.00
Stage Manager	\$ 9.00 – 12.00
Laborer	\$ 9.00 – 12.00

# City of Centerville, Ohio

## 2017 Paychart Schedule

Attachment B

	2.60%	A	B	C	D	E	F	G
<b>1</b>	<b>Hourly</b>	9.90	10.41	10.94	11.49	12.06	12.66	13.28
	<b>Hourly after 5 years service</b>					13.07	13.72	14.42
<b>2</b>	<b>Hourly</b>	10.18	10.69	11.20	11.75	12.35	12.99	13.64
	<b>Hourly after 5 years service</b>					13.43	14.09	14.79
<b>3</b>	<b>Hourly</b>	10.43	10.95	11.50	12.08	12.67	13.29	13.97
	<b>Hourly after 5 years service</b>					13.73	14.43	15.14
<b>4</b>	<b>Hourly</b>	10.69	11.20	11.75	12.35	12.99	13.64	14.29
	<b>Hourly after 5 years service</b>					14.09	14.79	15.53
<b>5</b>	<b>Hourly</b>	10.96	11.51	12.09	12.68	13.30	13.98	14.67
	<b>Hourly after 5 years service</b>					14.44	15.15	15.92
<b>6</b>	<b>Hourly</b>	11.22	11.78	12.38	13.01	13.65	14.34	15.04
	<b>Hourly after 5 years service</b>					14.81	15.55	16.32
<b>7</b>	<b>Hourly</b>	11.51	12.09	12.68	13.30	13.98	14.67	15.40
	<b>Hourly after 5 years service</b>					15.15	15.92	16.74
<b>8</b>	<b>Hourly</b>	11.79	12.39	13.02	13.66	14.35	15.06	15.81
	<b>Hourly after 5 years service</b>					15.56	16.35	17.15
<b>9</b>	<b>Hourly</b>	12.10	12.70	13.35	14.00	14.69	15.44	16.21
	<b>Hourly after 5 years service</b>					15.94	16.78	17.58
<b>10</b>	<b>Hourly</b>	12.39	13.02	13.66	14.35	15.06	15.81	16.60
	<b>Hourly after 5 years service</b>					16.35	17.15	18.02
<b>11</b>	<b>Hourly</b>	12.70	13.35	14.00	14.69	15.44	16.21	16.99
	<b>Hourly after 5 years service</b>					16.78	17.58	18.47
<b>12</b>	<b>Hourly</b>	13.03	13.67	14.36	15.07	15.82	16.61	17.44
	<b>Hourly after 5 years service</b>					17.18	18.03	18.93
<b>13</b>	<b>Hourly</b>	13.35	14.00	14.69	15.44	16.21	16.99	17.88
	<b>Hourly after 5 years service</b>					17.58	18.47	19.38

14	Hourly	13.67	14.36	15.07	15.82	16.61	17.44	18.33
	Hourly after 5 years service					18.03	18.93	19.88
15	Hourly	14.02	14.71	15.45	16.22	17.02	17.90	18.79
	Hourly after 5 years service					18.48	19.40	20.39
16	Hourly	14.36	15.07	15.82	16.61	17.44	18.33	19.26
	Hourly after 5 years service					18.93	19.88	20.89
17	Hourly	14.73	15.46	16.25	17.05	17.93	18.83	19.77
	Hourly after 5 years service					19.45	20.42	21.43
18	Hourly	15.08	15.84	16.62	17.47	18.34	19.27	20.23
	Hourly after 5 years service					19.90	20.90	21.95
19	Hourly	15.46	16.25	17.05	17.93	18.83	19.77	20.74
	Hourly after 5 years service					20.42	21.43	22.50
20	Hourly	15.85	16.63	17.48	18.36	19.28	20.24	21.26
	Hourly after 5 years service					20.91	21.96	23.05
21	Hourly	16.26	17.06	17.94	18.84	19.78	20.75	21.80
	Hourly after 5 years service					21.44	22.51	23.65
22	Hourly	16.64	17.49	18.37	19.29	20.25	21.27	22.35
	Hourly after 5 years service					21.98	23.06	24.21
23	Hourly	17.06	17.94	18.84	19.78	20.75	21.80	22.89
	Hourly after 5 years service					22.51	23.65	24.81
24	Hourly	17.50	18.38	19.30	20.26	21.28	22.37	23.45
	Hourly after 5 years service					23.07	24.23	25.48
25	Hourly	17.96	18.85	19.80	20.80	21.83	22.91	24.06
	Hourly after 5 years service					23.67	24.83	26.10
26	Hourly	18.39	19.31	20.28	21.29	22.38	23.49	24.65
	Hourly after 5 years service					24.25	25.50	26.73
27	Hourly	18.85	19.80	20.80	21.83	22.91	24.06	25.25
	Hourly after 5 years service					24.83	26.10	27.41



28	Hourly	19.31	20.28	21.29	22.38	23.49	24.65	25.87
	Hourly after 5 years service					25.50	26.73	28.08
29	Hourly	19.81	20.81	21.84	22.92	24.07	25.26	26.55
	Hourly after 5 years service					26.12	27.42	28.80
30	Hourly	20.31	21.33	22.41	23.53	24.69	25.92	27.20
	Hourly after 5 years service					26.76	28.12	29.53
31	Hourly	20.83	21.86	22.95	24.09	25.28	26.57	27.89
	Hourly after 5 years service					27.45	28.82	30.26
32	Hourly	21.34	22.42	23.54	24.71	25.95	27.24	28.62
	Hourly after 5 years service					28.16	29.57	31.04
33	Hourly	21.88	22.98	24.11	25.31	26.60	27.91	29.31
	Hourly after 5 years service					28.86	30.31	31.81
34	Hourly	22.44	23.56	24.73	25.97	27.26	28.64	30.06
	Hourly after 5 years service					29.59	31.07	32.63
35	Hourly	22.98	24.11	25.31	26.60	27.91	29.31	30.77
	Hourly after 5 years service					30.31	31.81	33.40
36	Hourly	23.56	24.73	25.97	27.26	28.64	30.06	31.57
	Hourly after 5 years service					31.07	32.63	34.25
37	Hourly	24.12	25.33	26.63	27.93	29.35	30.81	32.35
	Hourly after 5 years service					31.84	33.44	35.11
38	Hourly	24.74	25.98	27.28	28.65	30.09	31.58	33.15
	Hourly after 5 years service					32.65	34.28	36.00
39	Hourly	25.34	26.65	27.94	29.36	30.83	32.36	34.01
	Hourly after 5 years service					33.45	35.13	36.87
40	Hourly	26.01	27.30	28.67	30.11	31.61	33.20	34.87
	Hourly after 5 years service					34.30	36.02	37.83
41	Hourly	26.67	28.01	29.39	30.88	32.41	34.04	35.74
	Hourly after 5 years service					35.18	36.93	38.78
42	Hourly	27.31	28.68	30.12	31.63	33.23	34.88	36.62
	Hourly after 5 years service					36.03	37.85	39.72

<b>43</b>	<b>Hourly</b>	28.02	29.42	30.89	32.42	34.05	35.75	37.55
	<b>Hourly after 5 years service</b>					36.95	38.79	40.75
<b>44</b>	<b>Hourly</b>	28.70	30.15	31.66	33.26	34.91	36.65	38.48
	<b>Hourly after 5 years service</b>					37.87	39.75	41.74
<b>45</b>	<b>Hourly</b>	29.43	30.90	32.43	34.06	35.76	37.56	39.44
	<b>Hourly after 5 years service</b>					38.80	40.77	42.78
<b>46</b>	<b>Hourly</b>	30.17	31.68	33.28	34.94	36.68	38.51	40.42
	<b>Hourly after 5 years service</b>					39.80	41.76	43.85
<b>47</b>	<b>Hourly</b>	30.92	32.44	34.07	35.77	37.57	39.45	41.44
	<b>Hourly after 5 years service</b>					40.78	42.79	44.98
<b>48</b>	<b>Hourly</b>	31.69	33.30	34.95	36.69	38.52	40.43	42.48
	<b>Hourly after 5 years service</b>					41.77	43.86	46.08
<b>49</b>	<b>Hourly</b>	32.48	34.09	35.79	37.60	39.47	41.47	43.53
	<b>Hourly after 5 years service</b>					42.81	45.00	47.24
<b>50</b>	<b>Hourly</b>	33.32	34.97	36.74	38.56	40.47	42.52	44.63
	<b>Hourly after 5 years service</b>					43.92	46.11	48.44