

ORDINANCE NO. 27-14

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER John Beale ON THE
26th DAY OF January, 2015.

AN ORDINANCE TO REPEAL ORDINANCES NUMBER 24-13 AND 13-14 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Ordinances 24-13 and 13-14 are hereby repealed.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 15, 2014. Attachment A figures are based on 26 pays per year. Due to the 2015 calendar design, there will be 27 actual pays, but figures in Attachment A remain based on 26 pays.

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 | \$300 |
| after 10 years but less than 15 years | \$360 |
| after 15 years but less than 20 years | \$420 |
| after 20+ years | \$480 |

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. Said payment shall be made no later than January 31, 2015. The City Manager will receive 25 days of vacation on an annual basis. The merit payment for the Clerk of Council shall be \$500. Said payment shall be made no later than January 31, 2015.

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 \$440 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

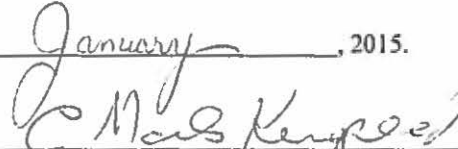
The City Manager may, once annually, convert up to a maximum of 80 hours of his/her accrued vacation leave. The ratio for conversion is one hour for one hour. The rules governing this vacation leave conversion program shall be filed with and approved by the Ohio Public Employees Retirement System. Eligibility 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 shall take effect at the earliest date allowed by law.

PASSED this 26th day of January, 2015.



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 37-14 passed by the Council of the City of Centerville, Ohio, on the 26th day of January 2015.

Debra A. James
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 | \$ 69,552 |
| City Manager | \$143,816 |
| 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 | \$94,679 – 124,731 |
| Finance Director | \$94,679 – 124,731 |
| Public Works Director | \$92,595 – 121,986 |
| Captain | \$82,553 – 109,358 |
| City Engineer | \$70,962 – 106,618 |
| Information Technology Manager | \$70,962 – 106,618 |
| City Planner | \$66,763 – 98,182 |
| Assistant City Manager | \$65,486 – 96,304 |
| Assistant to the City Manager/Yankee Trace | \$55,975 – 87,969 |
| Assistant to the City Manager | \$54,233 – 82,928 |

Section II

| | |
|------------------------------------|-------------------|
| Public Works Operations Manager | \$61,810 – 91,576 |
| Assistant City Engineer | \$57,199 – 85,032 |
| Chief Building Official | \$54,745 – 86,033 |
| Assistant Finance Director | \$55,975 – 82,928 |
| Superintendent of Taxation | \$55,975 – 82,928 |
| Human Resources Manager | \$55,975 – 82,928 |
| Economic Development Administrator | \$55,975 – 82,928 |
| Public Works Supervisor | \$54,249 – 80,517 |
| Community Resources Coordinator | \$44,725 – 80,517 |
| Staff Engineer | \$54,302 – 65,945 |
| Clerk of Mayor's Court | \$36,505 – 65,880 |

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 |

Classified Year-Round Employees Class III (continued)

| | |
|--------------------------------------------|----|
| Engineering Aide/Public Works Inspector II | 38 |
| 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 |
| Benham's Grove Assistant Administrator | 16 |
| Finance Clerk I | 22 |
| Custodian | 13 |
| Laborer II | 13 |
| Finance Clerk | 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.

| | A | B | C | D | E | F | G |
|-----------------------------------|-------|-------|-------|-------|-------|-------|-------|
| Police Lieutenant | 35.78 | 37.56 | 39.46 | 41.40 | 43.48 | 45.65 | 47.93 |
| Police Sergeant | 31.29 | 32.89 | 34.50 | 36.23 | 38.03 | 39.91 | 41.96 |
| Police Officer | 26.38 | 28.14 | 29.99 | 31.92 | 33.71 | 35.36 | 37.14 |
| Staff Services Coordinator | 26.38 | 28.14 | 29.99 | 31.92 | 33.71 | 35.36 | 37.14 |
| Records/Communications Supervisor | 22.45 | 23.99 | 25.47 | 26.99 | 28.51 | 30.02 | 31.55 |
| Records/Communications Specialist | 19.80 | 21.12 | 22.51 | 24.01 | 25.30 | 26.58 | 27.89 |

1. Police officers, cadets, and communications employees listed above who work second or third shift shall be paid a shift differential of \$.50 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 | \$ 9.00 – 16.00 |
| Secretary | \$12.00 – 15.00 |
| Benham's Grove Events Host | \$ 8.10 – 12.00 |
| Office Clerk/Receptionist | \$ 8.10 – 13.00 |
| Code Enforcement Officer/Code Official | \$ 9.00 – 14.00 |
| Benham's Grove Laborer I | \$ 8.10 – 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 – 18.00 |
| Secretary | \$12.00 – 15.00 |
| Office Clerk/Receptionist | \$ 8.10 – 13.00 |
| Benham's Grove Events Host | \$ 8.10 – 12.00 |
| Stage Manager | \$ 8.10 – 12.00 |
| Intern | \$ 8.10 – 11.00 |
| Laborer | \$ 8.10 – 10.00 |

City of Centerville, Ohio

2015 Paychart Schedule

Attachment B

| | 1.95% | A | B | C | D | E | F | G |
|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1 Hourly | | 9.46 | 9.95 | 10.45 | 10.98 | 11.52 | 12.10 | 12.69 |
| Hourly after 5 years service | | | | | | 12.49 | 13.11 | 13.77 |
| 2 Hourly | | 9.73 | 10.22 | 10.71 | 11.23 | 11.80 | 12.41 | 13.03 |
| Hourly after 5 years service | | | | | | 12.83 | 13.46 | 14.14 |
| 3 Hourly | | 9.97 | 10.46 | 10.99 | 11.54 | 12.11 | 12.70 | 13.35 |
| Hourly after 5 years service | | | | | | 13.12 | 13.78 | 14.47 |
| 4 Hourly | | 10.22 | 10.71 | 11.23 | 11.80 | 12.41 | 13.03 | 13.66 |
| Hourly after 5 years service | | | | | | 13.46 | 14.14 | 14.84 |
| 5 Hourly | | 10.47 | 11.00 | 11.55 | 12.12 | 12.71 | 13.36 | 14.02 |
| Hourly after 5 years service | | | | | | 13.79 | 14.48 | 15.22 |
| 6 Hourly | | 10.73 | 11.25 | 11.83 | 12.43 | 13.04 | 13.71 | 14.37 |
| Hourly after 5 years service | | | | | | 14.15 | 14.86 | 15.60 |
| 7 Hourly | | 11.00 | 11.55 | 12.12 | 12.71 | 13.36 | 14.02 | 14.72 |
| Hourly after 5 years service | | | | | | 14.48 | 15.22 | 16.00 |
| 8 Hourly | | 11.26 | 11.84 | 12.44 | 13.05 | 13.72 | 14.39 | 15.11 |
| Hourly after 5 years service | | | | | | 14.87 | 15.63 | 16.39 |
| 9 Hourly | | 11.56 | 12.14 | 12.75 | 13.38 | 14.04 | 14.75 | 15.49 |
| Hourly after 5 years service | | | | | | 15.24 | 16.03 | 16.79 |
| 10 Hourly | | 11.84 | 12.44 | 13.05 | 13.72 | 14.39 | 15.11 | 15.86 |
| Hourly after 5 years service | | | | | | 15.63 | 16.39 | 17.22 |
| 11 Hourly | | 12.14 | 12.75 | 13.38 | 14.04 | 14.75 | 15.49 | 16.24 |
| Hourly after 5 years service | | | | | | 16.03 | 16.79 | 17.65 |
| 12 Hourly | | 12.45 | 13.06 | 13.73 | 14.40 | 15.12 | 15.87 | 16.67 |
| Hourly after 5 years service | | | | | | 16.41 | 17.23 | 18.09 |
| 13 Hourly | | 12.75 | 13.38 | 14.04 | 14.75 | 15.49 | 16.24 | 17.09 |
| Hourly after 5 years service | | | | | | 16.79 | 17.65 | 18.52 |

| | | | | | | | | |
|----|------------------------------|-------|-------|-------|-------|-------|-------|-------|
| 14 | Hourly | 13.06 | 13.73 | 14.40 | 15.12 | 15.87 | 16.67 | 17.52 |
| | Hourly after 5 years service | | | | | 17.23 | 18.09 | 19.00 |
| 15 | Hourly | 13.39 | 14.06 | 14.76 | 15.50 | 16.26 | 17.11 | 17.95 |
| | Hourly after 5 years service | | | | | 17.66 | 18.54 | 19.48 |
| 16 | Hourly | 13.73 | 14.40 | 15.12 | 15.87 | 16.67 | 17.52 | 18.40 |
| | Hourly after 5 years service | | | | | 18.09 | 19.00 | 19.96 |
| 17 | Hourly | 14.08 | 14.77 | 15.53 | 16.29 | 17.14 | 17.99 | 18.89 |
| | Hourly after 5 years service | | | | | 18.59 | 19.51 | 20.48 |
| 18 | Hourly | 14.41 | 15.14 | 15.88 | 16.70 | 17.53 | 18.41 | 19.33 |
| | Hourly after 5 years service | | | | | 19.02 | 19.97 | 20.97 |
| 19 | Hourly | 14.77 | 15.53 | 16.29 | 17.14 | 17.99 | 18.89 | 19.81 |
| | Hourly after 5 years service | | | | | 19.51 | 20.48 | 21.50 |
| 20 | Hourly | 15.15 | 15.89 | 16.71 | 17.54 | 18.42 | 19.34 | 20.31 |
| | Hourly after 5 years service | | | | | 19.98 | 20.98 | 22.03 |
| 21 | Hourly | 15.54 | 16.30 | 17.15 | 18.00 | 18.90 | 19.82 | 20.83 |
| | Hourly after 5 years service | | | | | 20.49 | 21.51 | 22.60 |
| 22 | Hourly | 15.90 | 16.72 | 17.55 | 18.43 | 19.35 | 20.32 | 21.35 |
| | Hourly after 5 years service | | | | | 21.00 | 22.04 | 23.14 |
| 23 | Hourly | 16.30 | 17.15 | 18.00 | 18.90 | 19.82 | 20.83 | 21.87 |
| | Hourly after 5 years service | | | | | 21.51 | 22.60 | 23.71 |
| 24 | Hourly | 16.73 | 17.56 | 18.44 | 19.36 | 20.33 | 21.37 | 22.41 |
| | Hourly after 5 years service | | | | | 22.05 | 23.16 | 24.34 |
| 25 | Hourly | 17.16 | 18.01 | 18.92 | 19.87 | 20.86 | 21.89 | 22.99 |
| | Hourly after 5 years service | | | | | 22.62 | 23.73 | 24.94 |
| 26 | Hourly | 17.57 | 18.45 | 19.38 | 20.34 | 21.38 | 22.44 | 23.56 |
| | Hourly after 5 years service | | | | | 23.18 | 24.36 | 25.54 |
| 27 | Hourly | 18.01 | 18.92 | 19.87 | 20.86 | 21.89 | 22.99 | 24.13 |
| | Hourly after 5 years service | | | | | 23.73 | 24.94 | 26.20 |
| 28 | Hourly | 18.45 | 19.38 | 20.34 | 21.38 | 22.44 | 23.56 | 24.72 |
| | Hourly after 5 years service | | | | | 24.36 | 25.54 | 26.83 |

| | | | | | | | | |
|----|------------------------------|-------|-------|-------|-------|-------|-------|-------|
| 29 | Hourly | 18.93 | 19.88 | 20.87 | 21.90 | 23.00 | 24.14 | 25.37 |
| | Hourly after 5 years service | | | | | 24.96 | 26.21 | 27.52 |
| 30 | Hourly | 19.41 | 20.38 | 21.41 | 22.48 | 23.59 | 24.76 | 25.99 |
| | Hourly after 5 years service | | | | | 25.57 | 26.87 | 28.22 |
| 31 | Hourly | 19.90 | 20.89 | 21.93 | 23.02 | 24.16 | 25.39 | 26.65 |
| | Hourly after 5 years service | | | | | 26.23 | 27.54 | 28.91 |
| 32 | Hourly | 20.39 | 21.42 | 22.49 | 23.61 | 24.79 | 26.03 | 27.34 |
| | Hourly after 5 years service | | | | | 26.91 | 28.25 | 29.66 |
| 33 | Hourly | 20.91 | 21.96 | 23.04 | 24.19 | 25.42 | 26.67 | 28.01 |
| | Hourly after 5 years service | | | | | 27.58 | 28.96 | 30.39 |
| 34 | Hourly | 21.44 | 22.51 | 23.63 | 24.81 | 26.05 | 27.36 | 28.73 |
| | Hourly after 5 years service | | | | | 28.27 | 29.69 | 31.18 |
| 35 | Hourly | 21.96 | 23.04 | 24.19 | 25.42 | 26.67 | 28.01 | 29.40 |
| | Hourly after 5 years service | | | | | 28.96 | 30.39 | 31.91 |
| 36 | Hourly | 22.51 | 23.63 | 24.81 | 26.05 | 27.36 | 28.73 | 30.17 |
| | Hourly after 5 years service | | | | | 29.69 | 31.18 | 32.73 |
| 37 | Hourly | 23.05 | 24.21 | 25.45 | 26.69 | 28.05 | 29.44 | 30.91 |
| | Hourly after 5 years service | | | | | 30.42 | 31.95 | 33.55 |
| 38 | Hourly | 23.64 | 24.82 | 26.07 | 27.37 | 28.75 | 30.18 | 31.68 |
| | Hourly after 5 years service | | | | | 31.20 | 32.75 | 34.40 |
| 39 | Hourly | 24.22 | 25.46 | 26.70 | 28.06 | 29.46 | 30.92 | 32.50 |
| | Hourly after 5 years service | | | | | 31.96 | 33.57 | 35.24 |
| 40 | Hourly | 24.85 | 26.09 | 27.39 | 28.77 | 30.21 | 31.73 | 33.32 |
| | Hourly after 5 years service | | | | | 32.77 | 34.42 | 36.15 |
| 41 | Hourly | 25.48 | 26.76 | 28.09 | 29.51 | 30.97 | 32.53 | 34.15 |
| | Hourly after 5 years service | | | | | 33.62 | 35.28 | 37.06 |
| 42 | Hourly | 26.10 | 27.40 | 28.78 | 30.23 | 31.75 | 33.33 | 34.99 |
| | Hourly after 5 years service | | | | | 34.43 | 36.17 | 37.95 |
| 43 | Hourly | 26.77 | 28.11 | 29.52 | 30.98 | 32.54 | 34.16 | 35.88 |
| | Hourly after 5 years service | | | | | 35.30 | 37.07 | 38.94 |

| | | | | | | | | |
|-----------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|
| 44 | Hourly | 27.42 | 28.81 | 30.25 | 31.78 | 33.36 | 35.02 | 36.76 |
| | Hourly after 5 years service | | | | | 36.19 | 37.98 | 39.88 |
| 45 | Hourly | 28.12 | 29.53 | 30.99 | 32.55 | 34.17 | 35.89 | 37.69 |
| | Hourly after 5 years service | | | | | 37.08 | 38.96 | 40.88 |
| 46 | Hourly | 28.83 | 30.27 | 31.80 | 33.38 | 35.05 | 36.79 | 38.63 |
| | Hourly after 5 years service | | | | | 38.03 | 39.90 | 41.90 |
| 47 | Hourly | 29.55 | 31.00 | 32.56 | 34.18 | 35.90 | 37.70 | 39.60 |
| | Hourly after 5 years service | | | | | 38.97 | 40.89 | 42.98 |
| 48 | Hourly | 30.28 | 31.82 | 33.39 | 35.06 | 36.80 | 38.64 | 40.59 |
| | Hourly after 5 years service | | | | | 39.91 | 41.91 | 44.03 |
| 49 | Hourly | 31.04 | 32.58 | 34.20 | 35.93 | 37.72 | 39.63 | 41.60 |
| | Hourly after 5 years service | | | | | 40.91 | 43.00 | 45.14 |
| 50 | Hourly | 31.84 | 33.41 | 35.11 | 36.84 | 38.67 | 40.63 | 42.65 |
| | Hourly after 5 years service | | | | | 41.97 | 44.06 | 46.28 |