

ORDINANCE NO. 31-11

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Belinda Kenley ON THE
19th DAY OF December 2011.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 24-10, IN ITS ENTIRETY AND TO ESTABLISH CLASS TITLES, PAY RANGES, GRADES, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES ASSOCIATED WITH THE FOOD SERVICE, MAINTENANCE AND/OR GOLF OPERATIONS OF THE GOLF CLUB AT YANKEE TRACE, 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

Ordinance 24-10 is hereby repealed.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 19, 2011.

Section 3. Merit Wage and Salary Plan

Contained in Attachment A.

Section 4. Employment and Advancement

- A. The Wage and Salary Plan on Attachment A, 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, may be given an increase upon the successful completion of his/her probationary period.
- D. Any employee advanced to a higher position through promotion shall receive an increase in pay.
- E. An employee may receive a merit increase or payment upon the recommendation of the department head.

Section 5. Severance Pay

City Manager shall be allowed to negotiate severance pay, when appropriate, and such pay shall be reported to Council within thirty (30) days of its award.

Section 6. This Ordinance is hereby declared to be an emergency measure and shall become effective December 19, 2011. An emergency affecting the public welfare is declared to exist by virtue of the immediate need to reorganize personnel of the City.

PASSED this 19th day of December, 2011.

Michael Kasper
Mayor - City of Centerville, Ohio

ATTEST:

Delbra A. James
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 31-11 passed by the Council of the City of Centerville, Ohio, on the 19th day of December, 2011.

Delbra 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 Manager Appointed Class I

All employees in Class I shall be paid within the designated pay range. Ranges and individual wages will not necessarily be affected by the annual wage adjustment. Each employee shall receive an annual evaluation and will be eligible to receive a merit payment based upon a percentage of annual salary. The amount of the merit payment 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. Employees in Class I shall be eligible for regular city benefits outlined in the "City of Centerville Personnel Manual". The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager and approved by City Council.

<u>Title</u>	<u>Pay Range</u>
Head Golf Professional	\$59,000 – 82,000
Director of Food Service/Executive Chef	\$59,000 – 82,000
Golf Maintenance Superintendent	\$55,000 – 78,000

B. Classified Regular Full-time Employees Class II

All employees in Class II shall be paid within the designated pay range. Ranges and individual wages will not necessarily be affected by the annual wage adjustment. Each employee shall receive an annual evaluation and will be eligible for a merit increase as appropriate. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager and approved by City Council. Employees in Class II are subject to benefits agreed upon by the City Manager. These benefits will be no less than the benefits offered to Class III employees.

C. Full-Time Yankee Trace Employees Class III

All employees in Class III shall be paid within the designated pay range. Ranges and individual wages will not be affected by the annual wage adjustment. Each employee shall receive an annual evaluation and may receive a merit increase as appropriate. Employees in Class III are subject to benefits agreed upon by the City Manager. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager and approved by City Council.

<u>Title</u>	<u>Min.</u>	<u>Max.</u>
Assistant Golf Maintenance Superintendent	\$32,000	48,000
First Assistant Golf Pro	\$22,000	35,000
Assistant Director of Food Service	\$38,000	55,000
Executive Chef	\$30,000	52,000
Sous Chef	\$21,000	36,000
Sales and Banquet Coordinator	\$25,000	42,000
Office Manager	\$21,000	35,000
Dining Room/Banquet Supervisor	\$28,000	34,000
Yankee Trace Mechanic	\$22,000	36,000
Yankee Trace Groundskeeper	\$17,000	29,000

D. Part-Time Yankee Trace Employees Class IV

All employees in Class IV shall be paid within the designated pay range. Ranges and individual 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 IV are subject to benefits agreed upon by the City Manager. The pay of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager and approved by City Council.

<u>Title</u>	<u>Min.</u>	<u>Max.</u>
Second Assistant Golf Pro	\$8.00	12.00
Clerk/Cashier	\$7.70	9.00
Golf Cart Support	\$8.00	12.00
Swing Cook	\$11.00	15.00
Cook Staff	\$7.70	11.00
Shift Manager	\$11.00	16.00
Dining Room Captain	\$5.00	9.00
Banquet Server Captain	\$13.00	16.00
Server	\$3.85	7.70
Banquet Server	\$8.00	13.50
Bartender	\$7.70	10.00
Hobart Tech	\$7.70	9.75
Hosti	\$7.70	9.00
Banquet Setup	\$7.70	11.00

The above listed employees may also be eligible to receive a portion of tips and gratuities collected in accordance with guidelines developed and administered by the Director of Food Service or Head Golf Pro and approved by the Finance Director.

E. Seasonal Yankee Trace Employees Class V

All employees in Class V will be paid within the designated pay range. Ranges and individual 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 V shall not be eligible for any benefits. The pay of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager and approved by City Council.

<u>Title</u>	<u>Pay Range</u>
Second Assistant Golf Pro	\$8.00 - 12.00
Outside Operations Supervisor	\$7.70 - 9.00
Outside Golf Support	\$7.70 - 9.00
Clerk/Cashier	\$7.70 - 9.00
Swing Cook	\$11.00 - 15.00
Cook Staff	\$7.70 - 11.00
Server	\$3.85 - 7.70
Banquet Server	\$8.00 - 13.50
Bartender	\$7.70 - 10.00
Hobart Tech	\$7.70 - 9.75
Hosti	\$7.70 - 9.00
Banquet Setup	\$7.70 - 11.00
Groundskeeper	\$9.00 - 11.00
Laborer	\$7.70 - 9.00

The above listed employees may also be eligible to receive a portion of tips and gratuities collected in accordance with guidelines developed and administered by the Director of Food Service or Head Golf Pro and approved by the Finance Director.