

ORDINANCE NO. 27-04

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Susan W. Lunick ON THE  
20<sup>th</sup> DAY OF December, 2004.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 28-03 IN ITS 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

Ordinance 28-03 is hereby repealed. The listing on Attachment A of employee class titles and pay grade designations are hereby authorized and established.

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.
- C. 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	\$275
after 10 years but less than 15 years	\$330
after 15 years but less than 20 years	\$385
after 20+ years	\$440

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. The merit payment for the City Manager shall be 8% of his annual salary. The merit payment for the Clerk of Council shall be 3.25% of her annual salary. Said payments shall be made no later than February 28, 2005.

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. 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:

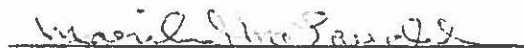
4. Has, at the time of filing a request with the Finance Director to convert leave, an accrued vacation leave balance equal to or greater than the amount of hours requested to be converted;
5. The amount of vacation leave converted into a cash payment in one calendar year must not exceed the amount of vacation leave accrued in the prior calendar year; and
6. 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 8. This Ordinance is hereby declared to be an emergency measure and shall become effective December 27, 2004. 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 20<sup>th</sup> day of December, 2004.

  
 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 an ordinance passed by the Council of the City of Centerville, Ohio, on the 20<sup>th</sup> day of December, 2004.

  
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</u>
Clerk of Council	\$ 66,000
City Manager	\$117,000
Assistant Clerk of Council	\$19.17 per hour

B. Unclassified Manager Appointed Class II

All employees in Class II shall be paid within the designated pay range. The range shall 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	\$75,199 – 97,221
Finance Director	\$75,199 – 97,221
Public Works Director	\$75,199 – 97,221
Municipal Attorney	\$70,490 – 93,692
Assistant City Manager	\$65,780 – 90,162
City Engineer	\$56,361 – 83,104
City Planner	\$56,361 – 83,104
Assistant to the City Manager	\$45,569 – 69,535

Section II

Public Works Operations Manager	\$49,093 – 71,378
Assistant City Engineer	\$47,870 – 69,582
Chief Building Official	\$46,689 – 67,908
Assistant Finance Director	\$45,430 – 66,278
Superintendent of Taxation	\$44,458 – 64,638
Economic Development Administrator	\$44,458 – 64,638
Community Resources Coordinator	\$33,582 – 51,521 *a part-time position, represents annualized salary
Benham's Grove Administrator	\$32,711 – 48,637

C. Classified Year-Round Employees Class III

All employees in Class III shall be paid within the designated pay range. Ranges and individual wages 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>
Building Inspector/Computer Specialist	45
Assistant City Planner	45
Building Inspector	44
Electrical Inspector	44
Public Works Supervisor	41

Classified Year-Round Employees Class III (continued)

Master Mechanic	41
Zoning/Code Enforcement Inspector	40
Information Systems Coordinator	39
Planner II	39
Engineer. Aide/Public Works Inspector II	38
Planner I	35
Secretary to the City Manager	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
Finance Clerk II	28
Equipment Operator	28
Arts Program Coordinator	27
Aux. Refuse Equipment Operator	25
Clerk-Typist II	24
Mechanic's Helper	24
Maintenance Worker	24
Custodian	23
Clerk-Typist I	22
Finance Clerk I	22
Groundskeeper	22
Event Coordinator	17
Operator/Receptionist	17
Code Enforcement Officer	5
Laborer II	5
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	27.89	29.27	30.76	32.28	33.89	35.58	37.35
Police Sergeant	24.14	25.37	26.62	27.95	29.34	30.81	32.38
Police Officer	20.36	21.72	23.14	24.64	26.01	27.30	28.66
Staff Services Coordinator	20.36	21.72	23.14	24.64	26.01	27.30	28.66
Records/Communications Supervisor	17.23	18.40	19.55	20.73	21.89	23.05	24.24
Records/Communications Specialist	15.21	16.22	17.28	18.42	19.43	20.41	21.42
Police Cadet/Intern	10.50	11.19	11.95	12.73	13.41	14.08	14.80

1. Police officers, cadets, and communications employees listed above who work second or third shift shall be paid a shift differential of \$.45 per hour for those hours actually worked.
2. Police officers who act as Officer in Charge of a shift shall be paid \$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 cadets and communications personnel hired prior to 1/05/05. Payment shall be on an annual basis in December of each year.

E. Part-Time/Seasonal Employees Class V

All employees in Class V 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 V shall not be eligible for benefits.

<u>Title</u>	<u>Pay Range</u>
Clerk/Typist I	\$8.00 - 13.50
Benham's Grove Events Host	\$6.00 - 9.00
Operator/ Receptionist	\$5.75 - 8.50
Laborer	\$5.15 - 8.50
Intern	\$6.00 - 11.00

# City of Centerville, Ohio 2005 Paychart Schedule

	3.25%	A	B	C	D	E	F	G
1	Hourly Hourly after 5 years service	\$7.39	\$7.76	\$8.15	\$8.56	\$8.99 \$9.75	\$9.44 \$10.24	\$9.91 \$10.75
2	Hourly Hourly after 5 years service	\$7.58	\$7.96	\$8.36	\$8.78	\$9.22 \$10.00	\$9.68 \$10.50	\$10.16 \$11.02
3	Hourly Hourly after 5 years service	\$7.76	\$8.15	\$8.56	\$8.99	\$9.44 \$10.24	\$9.91 \$10.75	\$10.41 \$11.29
4	Hourly Hourly after 5 years service	\$7.96	\$8.36	\$8.78	\$9.22	\$9.68 \$10.50	\$10.16 \$11.02	\$10.67 \$11.58
5	Hourly Hourly after 5 years service	\$8.16	\$8.57	\$9.00	\$9.45	\$9.92 \$10.76	\$10.42 \$11.31	\$10.94 \$11.87
6	Hourly Hourly after 5 years service	\$8.36	\$8.78	\$9.22	\$9.68	\$10.16 \$11.02	\$10.67 \$11.58	\$11.20 \$12.15
7	Hourly Hourly after 5 years service	\$8.57	\$9.00	\$9.45	\$9.92	\$10.42 \$11.31	\$10.94 \$11.87	\$11.49 \$12.47
8	Hourly Hourly after 5 years service	\$8.79	\$9.23	\$9.69	\$10.17	\$10.68 \$11.59	\$11.21 \$12.16	\$11.77 \$12.77
9	Hourly Hourly after 5 years service	\$9.00	\$9.45	\$9.92	\$10.42	\$10.94 \$11.87	\$11.49 \$12.47	\$12.06 \$13.09
10	Hourly Hourly after 5 years service	\$9.23	\$9.69	\$10.17	\$10.68	\$11.21 \$12.16	\$11.77 \$12.77	\$12.36 \$13.41
11	Hourly Hourly after 5 years service	\$9.46	\$9.93	\$10.43	\$10.95	\$11.50 \$12.48	\$12.08 \$13.11	\$12.68 \$13.76
12	Hourly Hourly after 5 years service	\$9.70	\$10.19	\$10.70	\$11.24	\$11.80 \$12.80	\$12.39 \$13.44	\$13.01 \$14.12
13	Hourly Hourly after 5 years service	\$9.93	\$10.43	\$10.95	\$11.50	\$12.08 \$13.11	\$12.68 \$13.76	\$13.31 \$14.44
14	Hourly Hourly after 5 years service	\$10.18	\$10.69	\$11.22	\$11.78	\$12.37 \$13.42	\$12.99 \$14.09	\$13.64 \$14.80
15	Hourly Hourly after 5 years service	\$10.44	\$10.96	\$11.51	\$12.09	\$12.69 \$13.77	\$13.32 \$14.45	\$13.99 \$15.18
16	Hourly Hourly after 5 years service	\$10.70	\$11.24	\$11.80	\$12.39	\$13.01 \$14.12	\$13.66 \$14.82	\$14.34 \$15.56
17	Hourly Hourly after 5 years service	\$10.97	\$11.52	\$12.10	\$12.71	\$13.35 \$14.48	\$14.02 \$15.21	\$14.72 \$15.97

# City of Centerville, Ohio

## 2005 Paychart Schedule

	3.25%	A	B	C	D	E	F	G
18 Hourly		\$11.24	\$11.80	\$12.39	\$13.01	\$13.66	\$14.34	\$15.06
Hourly after 5 years service						\$14.82	\$15.56	\$16.34
19 Hourly		\$11.52	\$12.10	\$12.71	\$13.35	\$14.02	\$14.72	\$15.46
Hourly after 5 years service						\$15.21	\$15.97	\$16.77
20 Hourly		\$11.81	\$12.40	\$13.02	\$13.67	\$14.35	\$15.07	\$15.82
Hourly after 5 years service						\$15.57	\$16.35	\$17.16
21 Hourly		\$12.11	\$12.72	\$13.36	\$14.03	\$14.73	\$15.47	\$16.24
Hourly after 5 years service						\$15.98	\$16.78	\$17.62
22 Hourly		\$12.41	\$13.03	\$13.68	\$14.36	\$15.08	\$15.83	\$16.62
Hourly after 5 years service						\$16.36	\$17.18	\$18.03
23 Hourly		\$12.72	\$13.36	\$14.03	\$14.73	\$15.47	\$16.24	\$17.05
Hourly after 5 years service						\$16.78	\$17.62	\$18.50
24 Hourly		\$13.04	\$13.69	\$14.37	\$15.09	\$15.84	\$16.63	\$17.46
Hourly after 5 years service						\$17.19	\$18.04	\$18.94
25 Hourly		\$13.37	\$14.04	\$14.74	\$15.48	\$16.25	\$17.06	\$17.91
Hourly after 5 years service						\$17.63	\$18.51	\$19.43
26 Hourly		\$13.70	\$14.39	\$15.11	\$15.87	\$16.66	\$17.49	\$18.36
Hourly after 5 years service						\$18.08	\$18.98	\$19.92
27 Hourly		\$14.04	\$14.74	\$15.48	\$16.25	\$17.06	\$17.91	\$18.81
Hourly after 5 years service						\$18.51	\$19.43	\$20.41
28 Hourly		\$14.39	\$15.11	\$15.87	\$16.66	\$17.49	\$18.36	\$19.28
Hourly after 5 years service						\$18.98	\$19.92	\$20.92
29 Hourly		\$14.75	\$15.49	\$16.26	\$17.07	\$17.92	\$18.82	\$19.76
Hourly after 5 years service						\$19.44	\$20.42	\$21.44
30 Hourly		\$15.13	\$15.89	\$16.68	\$17.51	\$18.39	\$19.31	\$20.28
Hourly after 5 years service						\$19.95	\$20.95	\$22.00
31 Hourly		\$15.51	\$16.29	\$17.10	\$17.96	\$18.86	\$19.80	\$20.79
Hourly after 5 years service						\$20.46	\$21.48	\$22.56
32 Hourly		\$15.90	\$16.70	\$17.54	\$18.42	\$19.34	\$20.31	\$21.33
Hourly after 5 years service						\$20.98	\$22.04	\$23.14
33 Hourly		\$16.30	\$17.12	\$17.98	\$18.88	\$19.82	\$20.81	\$21.85
Hourly after 5 years service						\$21.50	\$22.58	\$23.71
34 Hourly		\$16.71	\$17.55	\$18.43	\$19.35	\$20.32	\$21.34	\$22.41



# City of Centerville, Ohio

## 2005 Paychart Schedule

	3.25%	A	B	C	D	E	F	G
Hourly after 5 years service						\$22.05	\$23.15	\$24.31
35 Hourly		\$17.12	\$17.98	\$18.88	\$19.82	\$20.81	\$21.85	\$22.94
Hourly after 5 years service						\$22.58	\$23.71	\$24.89
36 Hourly		\$17.54	\$18.42	\$19.34	\$20.31	\$21.33	\$22.40	\$23.52
Hourly after 5 years service						\$23.14	\$24.30	\$25.52
37 Hourly		\$17.98	\$18.88	\$19.82	\$20.81	\$21.85	\$22.94	\$24.09
Hourly after 5 years service						\$23.71	\$24.89	\$26.14
38 Hourly		\$18.43	\$19.35	\$20.32	\$21.34	\$22.41	\$23.53	\$24.71
Hourly after 5 years service						\$24.31	\$25.53	\$26.81
39 Hourly		\$18.89	\$19.83	\$20.82	\$21.86	\$22.95	\$24.10	\$25.31
Hourly after 5 years service						\$24.90	\$26.15	\$27.46
40 Hourly		\$19.37	\$20.34	\$21.36	\$22.43	\$23.55	\$24.73	\$25.97
Hourly after 5 years service						\$25.55	\$26.83	\$28.18
41 Hourly		\$19.85	\$20.84	\$21.88	\$22.97	\$24.12	\$25.33	\$26.60
Hourly after 5 years service						\$26.17	\$27.48	\$28.86
42 Hourly		\$20.35	\$21.37	\$22.44	\$23.56	\$24.74	\$25.98	\$27.28
Hourly after 5 years service						\$26.84	\$28.19	\$29.60
43 Hourly		\$20.86	\$21.90	\$23.00	\$24.15	\$25.36	\$26.63	\$27.96
Hourly after 5 years service						\$27.52	\$28.89	\$30.34
44 Hourly		\$21.38	\$22.45	\$23.57	\$24.75	\$25.99	\$27.29	\$28.65
Hourly after 5 years service						\$28.20	\$29.61	\$31.09
45 Hourly		\$21.92	\$23.02	\$24.17	\$25.38	\$26.65	\$27.98	\$29.38
Hourly after 5 years service						\$28.92	\$30.36	\$31.88
46 Hourly		\$22.47	\$23.59	\$24.77	\$26.01	\$27.31	\$28.68	\$30.11
Hourly after 5 years service						\$29.63	\$31.12	\$32.67
47 Hourly		\$23.02	\$24.17	\$25.38	\$26.65	\$27.98	\$29.38	\$30.85
Hourly after 5 years service						\$30.36	\$31.88	\$33.47
48 Hourly		\$23.60	\$24.78	\$26.02	\$27.32	\$28.69	\$30.12	\$31.63
Hourly after 5 years service						\$31.13	\$32.68	\$34.32
49 Hourly		\$24.19	\$25.40	\$26.67	\$28.00	\$29.40	\$30.87	\$32.41
Hourly after 5 years service						\$31.90	\$33.49	\$35.16
50 Hourly		\$24.80	\$26.04	\$27.34	\$28.71	\$30.15	\$31.66	\$33.24
Hourly after 5 years service						\$32.71	\$34.35	\$36.07