

ORDINANCE NO. 27-03

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER James E. Singer ON THE
15th DAY OF December, 2003.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 22-02 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Ordinance 22-02 is hereby repealed.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 7.942% of his annual salary. Said payment shall be made no later than February 28, 2004.

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 \$1000.

Section 7. This Ordinance is hereby declared to be an emergency measure and shall become effective December 29, 2003. 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 15th day of December, 2003.


 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 15th day of December, 2003.


 Clerk of Council

Approved as to legal form and consistency with existing ordinances, the Charter and constitutional provisions.

Department of Law
 Robert N. Farquhar
 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 | \$113,317 |
| Assistant Clerk of Council | \$18.00 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. Those persons who are at the maximum amount of their pay range shall be eligible to receive an additional merit payment of up to 3% of their annual salary.

| <u>Title</u> | <u>Pay Range</u> |
|------------------------------------|---|
| Chief of Police | \$72,832 – 94,161 |
| Finance Director | \$72,832 – 94,161 |
| Public Works Director | \$72,832 – 94,161 |
| Assistant City Manager | \$63,709 – 87,324 |
| City Engineer | \$54,587 – 80,488 |
| City Planner | \$54,587 – 80,488 |
| Public Works Operations Manager | \$47,548 – 69,131 |
| Assistant to the City Manager | \$44,135 – 67,346 |
| Economic Development Administrator | \$44,135 – 67,346 |
| Assistant Finance Director | \$44,000 – 64,192 |
| Superintendent of Taxation | \$43,059 – 62,603 |
| Community Resources Coordinator | \$32,525 – 48,360 *a part-time position, represents annualized salary |
| Benham's Grove Administrator | \$31,681 – 47,106 |

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> |
|--|------------------|
| Assistant City Engineer | 47 |
| Chief Building Official | 46 |
| Building Inspector/Computer Specialist | 45 |
| Assistant City Planner | 45 |
| Building Inspector | 44 |
| Electrical Inspector | 44 |
| Public Works Supervisor | 41 |
| 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 |

Attachment A

Classified Year-Round Employees Class III (continued)

| | |
|---|----|
| 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 | 26.84 | 28.16 | 29.60 | 31.06 | 32.61 | 34.24 | 35.94 |
| Police Sergeant | 23.15 | 24.33 | 25.53 | 26.80 | 28.14 | 29.54 | 31.05 |
| Police Officer | 19.53 | 20.82 | 22.19 | 23.63 | 24.94 | 26.18 | 27.49 |
| Staff Services Coordinator | 19.53 | 20.82 | 22.19 | 23.63 | 24.94 | 26.18 | 27.49 |
| Records/Communications Supervisor | 16.48 | 17.60 | 18.70 | 19.83 | 20.94 | 22.05 | 23.19 |
| Records/Communications Specialist | 14.55 | 15.52 | 16.53 | 17.62 | 18.59 | 19.53 | 20.49 |
| Police Cadet/Intern | 10.17 | 10.84 | 11.57 | 12.33 | 12.99 | 13.64 | 14.33 |

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, cadets and communications personnel 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.

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.

Attachment A

| <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 - 7.50 |
| Intern | \$6.00 - 11.00 |

G. Municipal Attorney

The Municipal Attorney shall be paid at a rate of \$110.00 per hour and shall not be eligible for any benefits.

City of Centerville, Ohio 2004 Paychart Schedule

| | 3.25% | A | B | C | D | E | F | G |
|----|------------------------------|---------|---------|---------|---------|---------|---------|---------|
| 1 | Hourly | \$7.16 | \$7.52 | \$7.90 | \$8.30 | \$8.72 | \$9.16 | \$9.62 |
| | Hourly after 5 years service | | | | | \$9.46 | \$9.94 | \$10.44 |
| 2 | Hourly | \$7.33 | \$7.70 | \$8.09 | \$8.49 | \$8.91 | \$9.36 | \$9.83 |
| | Hourly after 5 years service | | | | | \$9.67 | \$10.16 | \$10.67 |
| 3 | Hourly | \$7.52 | \$7.90 | \$8.30 | \$8.72 | \$9.16 | \$9.62 | \$10.10 |
| | Hourly after 5 years service | | | | | \$9.94 | \$10.44 | \$10.96 |
| 4 | Hourly | \$7.70 | \$8.09 | \$8.49 | \$8.91 | \$9.36 | \$9.83 | \$10.32 |
| | Hourly after 5 years service | | | | | \$10.16 | \$10.67 | \$11.20 |
| 5 | Hourly | \$7.90 | \$8.30 | \$8.72 | \$9.16 | \$9.62 | \$10.10 | \$10.61 |
| | Hourly after 5 years service | | | | | \$10.44 | \$10.96 | \$11.51 |
| 6 | Hourly | \$8.09 | \$8.49 | \$8.91 | \$9.36 | \$9.83 | \$10.32 | \$10.84 |
| | Hourly after 5 years service | | | | | \$10.67 | \$11.20 | \$11.76 |
| 7 | Hourly | \$8.30 | \$8.72 | \$9.16 | \$9.62 | \$10.10 | \$10.61 | \$11.14 |
| | Hourly after 5 years service | | | | | \$10.96 | \$11.51 | \$12.09 |
| 8 | Hourly | \$8.51 | \$8.94 | \$9.39 | \$9.86 | \$10.35 | \$10.87 | \$11.41 |
| | Hourly after 5 years service | | | | | \$11.23 | \$11.79 | \$12.38 |
| 9 | Hourly | \$8.72 | \$9.16 | \$9.62 | \$10.10 | \$10.61 | \$11.14 | \$11.70 |
| | Hourly after 5 years service | | | | | \$11.51 | \$12.09 | \$12.69 |
| 10 | Hourly | \$8.94 | \$9.39 | \$9.86 | \$10.35 | \$10.87 | \$11.41 | \$11.98 |
| | Hourly after 5 years service | | | | | \$11.79 | \$12.38 | \$13.00 |
| 11 | Hourly | \$9.17 | \$9.63 | \$10.11 | \$10.62 | \$11.15 | \$11.71 | \$12.30 |
| | Hourly after 5 years service | | | | | \$12.10 | \$12.71 | \$13.35 |
| 12 | Hourly | \$9.40 | \$9.87 | \$10.36 | \$10.88 | \$11.42 | \$11.99 | \$12.59 |
| | Hourly after 5 years service | | | | | \$12.39 | \$13.01 | \$13.66 |
| 13 | Hourly | \$9.63 | \$10.11 | \$10.62 | \$11.15 | \$11.71 | \$12.30 | \$12.92 |
| | Hourly after 5 years service | | | | | \$12.71 | \$13.35 | \$14.02 |
| 14 | Hourly | \$9.87 | \$10.36 | \$10.88 | \$11.42 | \$11.99 | \$12.59 | \$13.22 |
| | Hourly after 5 years service | | | | | \$13.01 | \$13.66 | \$14.34 |
| 15 | Hourly | \$10.12 | \$10.63 | \$11.16 | \$11.72 | \$12.31 | \$12.93 | \$13.58 |
| | Hourly after 5 years service | | | | | \$13.36 | \$14.03 | \$14.73 |
| 16 | Hourly | \$10.38 | \$10.90 | \$11.45 | \$12.02 | \$12.62 | \$13.25 | \$13.91 |
| | Hourly after 5 years service | | | | | \$13.69 | \$14.38 | \$15.09 |
| 17 | Hourly | \$10.63 | \$11.16 | \$11.72 | \$12.31 | \$12.93 | \$13.58 | \$14.26 |
| | Hourly after 5 years service | | | | | \$14.03 | \$14.73 | \$15.47 |

City of Centerville, Ohio 2004 Paychart Schedule

| | 3.25% | A | B | C | D | E | F | G |
|----|------------------------------|---------|---------|---------|---------|---------|---------|---------|
| 18 | Hourly | \$10.90 | \$11.45 | \$12.02 | \$12.62 | \$13.25 | \$13.91 | \$14.61 |
| | Hourly after 5 years service | | | | | \$14.38 | \$15.09 | \$15.85 |
| 19 | Hourly | \$11.17 | \$11.73 | \$12.32 | \$12.94 | \$13.59 | \$14.27 | \$14.98 |
| | Hourly after 5 years service | | | | | \$14.75 | \$15.48 | \$16.25 |
| 20 | Hourly | \$11.45 | \$12.02 | \$12.62 | \$13.25 | \$13.91 | \$14.61 | \$15.34 |
| | Hourly after 5 years service | | | | | \$15.09 | \$15.85 | \$16.64 |
| 21 | Hourly | \$11.74 | \$12.33 | \$12.95 | \$13.60 | \$14.28 | \$14.99 | \$15.74 |
| | Hourly after 5 years service | | | | | \$15.49 | \$16.26 | \$17.08 |
| 22 | Hourly | \$12.03 | \$12.63 | \$13.26 | \$13.92 | \$14.62 | \$15.35 | \$16.12 |
| | Hourly after 5 years service | | | | | \$15.86 | \$16.65 | \$17.49 |
| 23 | Hourly | \$12.33 | \$12.95 | \$13.60 | \$14.28 | \$14.99 | \$15.74 | \$16.53 |
| | Hourly after 5 years service | | | | | \$16.26 | \$17.08 | \$17.94 |
| 24 | Hourly | \$12.64 | \$13.27 | \$13.93 | \$14.63 | \$15.36 | \$16.13 | \$16.94 |
| | Hourly after 5 years service | | | | | \$16.67 | \$17.50 | \$18.38 |
| 25 | Hourly | \$12.96 | \$13.61 | \$14.29 | \$15.00 | \$15.75 | \$16.54 | \$17.37 |
| | Hourly after 5 years service | | | | | \$17.09 | \$17.95 | \$18.85 |
| 26 | Hourly | \$13.28 | \$13.94 | \$14.64 | \$15.37 | \$16.14 | \$16.95 | \$17.80 |
| | Hourly after 5 years service | | | | | \$17.51 | \$18.39 | \$19.31 |
| 27 | Hourly | \$13.61 | \$14.29 | \$15.00 | \$15.75 | \$16.54 | \$17.37 | \$18.24 |
| | Hourly after 5 years service | | | | | \$17.95 | \$18.85 | \$19.79 |
| 28 | Hourly | \$13.95 | \$14.65 | \$15.38 | \$16.15 | \$16.96 | \$17.81 | \$18.70 |
| | Hourly after 5 years service | | | | | \$18.40 | \$19.32 | \$20.29 |
| 29 | Hourly | \$14.30 | \$15.02 | \$15.77 | \$16.56 | \$17.39 | \$18.26 | \$19.17 |
| | Hourly after 5 years service | | | | | \$18.87 | \$19.81 | \$20.80 |
| 30 | Hourly | \$14.66 | \$15.39 | \$16.16 | \$16.97 | \$17.82 | \$18.71 | \$19.65 |
| | Hourly after 5 years service | | | | | \$19.33 | \$20.30 | \$21.32 |
| 31 | Hourly | \$15.03 | \$15.78 | \$16.57 | \$17.40 | \$18.27 | \$19.18 | \$20.14 |
| | Hourly after 5 years service | | | | | \$19.82 | \$20.81 | \$21.85 |
| 32 | Hourly | \$15.40 | \$16.17 | \$16.98 | \$17.83 | \$18.72 | \$19.66 | \$20.64 |
| | Hourly after 5 years service | | | | | \$20.31 | \$21.33 | \$22.39 |
| 33 | Hourly | \$15.79 | \$16.58 | \$17.41 | \$18.28 | \$19.19 | \$20.15 | \$21.16 |
| | Hourly after 5 years service | | | | | \$20.82 | \$21.86 | \$22.96 |
| 34 | Hourly | \$16.18 | \$16.99 | \$17.84 | \$18.73 | \$19.67 | \$20.65 | \$21.68 |
| | Hourly after 5 years service | | | | | \$21.34 | \$22.41 | \$23.52 |

City of Centerville, Ohio

2004 Paychart Schedule

| | 3.25% | A | B | C | D | E | F | G |
|----|------------------------------|---------|---------|---------|---------|---------|---------|---------|
| 35 | Hourly | \$16.58 | \$17.41 | \$18.28 | \$19.19 | \$20.15 | \$21.16 | \$22.22 |
| | Hourly after 5 years service | | | | | \$21.86 | \$22.96 | \$24.11 |
| 36 | Hourly | \$16.99 | \$17.84 | \$18.73 | \$19.67 | \$20.65 | \$21.68 | \$22.76 |
| | Hourly after 5 years service | | | | | \$22.41 | \$23.52 | \$24.69 |
| 37 | Hourly | \$17.42 | \$18.29 | \$19.20 | \$20.16 | \$21.17 | \$22.23 | \$23.34 |
| | Hourly after 5 years service | | | | | \$22.97 | \$24.12 | \$25.32 |
| 38 | Hourly | \$17.85 | \$18.74 | \$19.68 | \$20.66 | \$21.69 | \$22.77 | \$23.91 |
| | Hourly after 5 years service | | | | | \$23.53 | \$24.71 | \$25.94 |
| 39 | Hourly | \$18.30 | \$19.22 | \$20.18 | \$21.19 | \$22.25 | \$23.36 | \$24.53 |
| | Hourly after 5 years service | | | | | \$24.14 | \$25.35 | \$26.62 |
| 40 | Hourly | \$18.75 | \$19.69 | \$20.67 | \$21.70 | \$22.79 | \$23.93 | \$25.13 |
| | Hourly after 5 years service | | | | | \$24.73 | \$25.96 | \$27.27 |
| 41 | Hourly | \$19.21 | \$20.17 | \$21.18 | \$22.24 | \$23.35 | \$24.52 | \$25.75 |
| | Hourly after 5 years service | | | | | \$25.33 | \$26.60 | \$27.94 |
| 42 | Hourly | \$19.70 | \$20.69 | \$21.72 | \$22.81 | \$23.95 | \$25.15 | \$26.41 |
| | Hourly after 5 years service | | | | | \$25.99 | \$27.29 | \$28.65 |
| 43 | Hourly | \$20.20 | \$21.21 | \$22.27 | \$23.38 | \$24.55 | \$25.78 | \$27.07 |
| | Hourly after 5 years service | | | | | \$26.64 | \$27.97 | \$29.37 |
| 44 | Hourly | \$20.70 | \$21.74 | \$22.83 | \$23.97 | \$25.17 | \$26.43 | \$27.75 |
| | Hourly after 5 years service | | | | | \$27.31 | \$28.68 | \$30.11 |
| 45 | Hourly | \$21.22 | \$22.28 | \$23.39 | \$24.56 | \$25.79 | \$27.08 | \$28.43 |
| | Hourly after 5 years service | | | | | \$27.98 | \$29.38 | \$30.85 |
| 46 | Hourly | \$21.74 | \$22.83 | \$23.97 | \$25.17 | \$26.43 | \$27.75 | \$29.14 |
| | Hourly after 5 years service | | | | | \$28.68 | \$30.11 | \$31.62 |
| 47 | Hourly | \$22.29 | \$23.40 | \$24.57 | \$25.80 | \$27.09 | \$28.44 | \$29.86 |
| | Hourly after 5 years service | | | | | \$29.39 | \$30.86 | \$32.40 |
| 48 | Hourly | \$22.85 | \$23.99 | \$25.19 | \$26.45 | \$27.77 | \$29.16 | \$30.62 |
| | Hourly after 5 years service | | | | | \$30.13 | \$31.64 | \$33.22 |
| 49 | Hourly | \$23.42 | \$24.59 | \$25.82 | \$27.11 | \$28.47 | \$29.89 | \$31.38 |
| | Hourly after 5 years service | | | | | \$30.89 | \$32.43 | \$34.05 |
| 50 | Hourly | \$24.01 | \$25.21 | \$26.47 | \$27.79 | \$29.18 | \$30.64 | \$32.17 |
| | Hourly after 5 years service | | | | | \$31.66 | \$33.24 | \$34.90 |