

ORDINANCE NO. 29-03

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Paul M. Shesham ON THE
15th DAY OF December 2003.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 24-02 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Ordinance 24-02 is hereby repealed.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

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 29, 2003. An emergency affecting the public welfare is declared to exist by virtue of the immediate need to reorganize personnel of the City.

PASSED this 15th day of December, 2003.

Sally D. Beals
Mayor - City of Centerville, Ohio

ATTEST:

Marie Jane Saugh
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.

Marie Jane Saugh
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 Manager Appointed Class I

All employees in Class I 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 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. 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. 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>
General Manager	\$63,684 – 94,161
Head Golf Professional	\$55,841 – 80,488
Director of Food Service/Executive Chef	\$55,841 – 80,488
Golf Maintenance Superintendent	\$51,786 – 77,449

B. Classified Regular Full-time Employees Class II

All employees in Class II 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 increase of up to 5% once per year. 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. Persons hired prior to 1/1/95 are subject to benefits outlined in the "City of Centerville Personnel Manual".

Assistant Director of Food Service	\$38,935 – 69,294
Assistant Golf Maintenance Superintendent	\$39,908 – 61,865
Yankee Trace Irrigation Technician	\$11.43 – 16.62/hour

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. 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>
Executive Chef	\$30,000	44,000
Sales and Banquet Coordinator	\$33,000	40,000
Secretary to the Director of Food Service	\$21,000	30,000
Dining Room/Banquet Supervisor	\$28,000	34,000
Yankee Trace Mechanic	\$19,000	28,000
Yankee Trace Groundskeeper	\$17,000	22,000
Sous Chef	\$19,000	33,000
Assistant Golf Pro	\$19,760	28,000

Attachment A

D. Yankee Trace Employees Class IV

All employees in Class IV shall be paid within the designated scale. The scale 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. 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>
Sauté Cook	\$8.00	\$15.00
Shift Manager	\$11.00	\$14.00
Cook Staff	\$5.15	\$ 8.25
Server	\$2.01	\$ 6.25
Bartender	\$6.00	\$ 8.00
Banquet Captain	\$5.50	\$ 8.00
Bus Person	\$5.15	\$ 7.50
Hobart Tech	\$5.15	\$ 9.00
Hosti	\$5.15	\$ 7.00
Banquet Setup	\$6.00	\$10.00

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 Pro and approved by the Finance Director.

E. Part-Time and Seasonal Yankee Trace 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 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. Golf maintenance laborers shall be eligible for a \$.25 per hour bonus if they work the entire scheduled work week, no less than forty hours.

<u>Title</u>	<u>Pay Range</u>
Outside Operations Supervisor	\$6.00 - 8.00
Laborer	\$5.15 - 8.50
Clerk/Cashier	\$5.50 - 8.50
Outside Golf Support	\$5.15 - 7.50

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 Pro and approved by the Finance Director.