

ORDINANCE NO. 20-99

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Susan W. Lemenach ON THE 15th DAY OF November, 1999.

AN ORDINANCE TO REPEAL ORDINANCE NUMBER 41-98 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Ordinance 41-98 is hereby repealed. The listing on Attachment A of employee class titles and pay grade designations are hereby authorized and established.

Section 3. Merit Salary and Wage 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 efficiency 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 once per year after being designated as a regular employee up to the maximum as provided for in Attachment B.
- 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	\$250

after 10 years but less than 15 years	\$300
after 15 years but less than 20 years	\$350
after 20+ years	\$400

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 8.427% of the annual salary, or \$7,500. Said payment shall be made no later than February 26, 1999.

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. Effective Date The compensation provided herein shall be effective on _____.

Section 8. This Ordinance shall take effect at the earliest date allowed by law.

PASSED this 15th day of November, 1999.

Sally D. Beals
Mayor - City of Centerville, Ohio

ATTEST:

Marie J. Saughel
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 Nov 1999.

Marie J. Saughel
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</u>
Clerk of Council	\$50,600
City Manager	\$89,000
Assistant Clerk of Council	\$35,500

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 six month evaluations 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	\$62,071 - 73,961
Finance Director	\$62,071 - 73,961
Public Works Director	\$62,071 - 73,961
City Engineer	\$59,972 - 69,040 * for those persons hired prior to 1/1/97
City Engineer	\$46,521 - 63,221 * for those persons hired after 1/1/97
City Planner	\$46,521 - 63,221
Assistant City Manager	\$46,521 - 63,221
Assistant to the City Manager	\$42,208 - 52,900
Benham's Grove Administrator	\$27,000 - 37,000
Administrator Walton House Museum	\$27,000 - 37,000
Community Resources Coordinator	\$27,000 - 37,000 * a part-time position

C. Classified Regular Full-time 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 six month evaluations 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 Finance Director	51
Assistant City Engineer	48
Public Works Operations Manager	47
Chief Building Official	46
Building Inspector/Computer Specialist	45
Assistant City Planner	45
Building Inspector	44
Electrical Inspector	44
Superintendent of Taxation	44
Public Works Supervisor	41
Master Mechanic	41
Zoning/Code Enforcement Inspector	40
Planner II	39
Engineer. Aide/Public Works Inspector II	38

Attachment A

Classified Regular Full-time Employees Class III (continued)

Planner I	35
Secretary to the City Manager	35
City Horticulturalist	34
Engineer. Aide/Public Works Inspector I	34
Secretary II	31
Vehicle/Equipment Mechanic	31
Assistant Superintendent of Taxation	30
Secretary I	29
Group Leader	29
Finance Clerk II	28
Account Clerk II	26
Equipment Operator	25
Aux. Refuse Equipment Operator	24
Clerk-Typist II	24
Finance Clerk I	24
Clerk-Typist I	22
Account Clerk I	22
Mechanic's Helper	22
Maintenance Worker	22
Custodian	22
Benham's Grove Groundskeeper	20
Event Coordinator	17
Operator/Receptionist	17

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, six month evaluations and will be eligible for a merit step increase once per year, based upon the scale below. The City shall pay 8.5% of the employee's share of retirement contributions to PFDPF or PERS for all positions listed below.

<u>STEP</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	
Police Lieutenant	20.94	21.98	23.09	24.24	25.45	26.72	28.06	(hourly)
Police Sergeant	18.05	18.95	19.90	20.90	21.94	23.04	24.20	(hourly)
Police Officer	15.19	16.19	17.25	18.38	19.39	20.36	21.38	(hourly)
Staff Services Coordinator	15.19	16.19	17.25	18.38	19.39	20.36	21.38	(hourly)
Police Records/ Communications Supervisor	12.78	13.65	14.51	15.38	16.245	17.11	17.99	(hourly)
Police Records/ Communications Specialist	11.29	12.04	12.83	13.67	14.42	15.15	15.89	(hourly)
Police Cadet/Intern	7.99	8.52	9.09	9.68	10.20	10.71	11.26	(hourly)

E. Regular Part-Time Employees Class V

All employees in Class V 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 six month evaluations and will be eligible for a merit step increase once per year, based upon the attached pay scale.

Attachment A

<u>Title</u>	<u>Pay Grade</u>
Economic Development Administrator	50
Information Systems Coordinator	39
Secretary II	31
Secretary I	29
Finance Clerk II	28
Account Clerk II	26
Finance Clerk I	24
Clerk-Typist II	24
Account Clerk I	22
Clerk-Typist I	22
Groundskeeper	20
Operator/Receptionist	17
Benham's Grove Events Host	17
Code Enforcement Officer	5
Laborer II	5
Laborer I	1

F. Part-Time/Seasonal 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 be evaluated as appropriate, and may receive a merit increase as appropriate. Employees in Class VI shall not be eligible for benefits.

<u>Title</u>	<u>Pay Range</u>
Clerk/Typist I	\$8.00 - 11.50
Benham's Grove Events Host	\$6.00 - 8.00
Operator/ Receptionist	\$5.75 - 7.75
Laborer	\$5.15 - 7.50
Intern	\$6.00 - 8.00

G. Municipal Attorney

The Municipal Attorney shall be paid at a rate of \$95.00 per hour and shall not be eligible for any benefits.

City of Centerville, Ohio 1999 Paychart Schedule

Attachment B

1.034	A	B	C	D	E	F	G
1 Hourly	\$6.09	\$6.39	\$6.71	\$7.04	\$7.40	\$7.77	\$8.15
2 Hourly	\$6.24	\$6.55	\$6.88	\$7.22	\$7.58	\$7.96	\$8.36
3 Hourly	\$6.39	\$6.71	\$7.05	\$7.40	\$7.77	\$8.16	\$8.57
4 Hourly	\$6.55	\$6.88	\$7.22	\$7.59	\$7.97	\$8.36	\$8.78
5 Hourly	\$6.72	\$7.05	\$7.41	\$7.78	\$8.16	\$8.57	\$9.00
6 Hourly	\$6.88	\$7.23	\$7.59	\$7.97	\$8.37	\$8.79	\$9.23
7 Hourly	\$7.06	\$7.41	\$7.78	\$8.17	\$8.58	\$9.01	\$9.46
8 Hourly	\$7.23	\$7.59	\$7.97	\$8.37	\$8.79	\$9.23	\$9.69
9 Hourly	\$7.41	\$7.78	\$8.17	\$8.58	\$9.01	\$9.46	\$9.94
10 Hourly	\$7.60	\$7.98	\$8.38	\$8.80	\$9.24	\$9.70	\$10.18
11 Hourly	\$7.79	\$8.18	\$8.59	\$9.02	\$9.47	\$9.94	\$10.44
12 Hourly	\$7.98	\$8.38	\$8.80	\$9.24	\$9.70	\$10.19	\$10.70
13 Hourly	\$8.18	\$8.59	\$9.02	\$9.47	\$9.95	\$10.44	\$10.97
14 Hourly	\$8.39	\$8.81	\$9.25	\$9.71	\$10.20	\$10.71	\$11.24
15 Hourly	\$8.60	\$9.03	\$9.48	\$9.95	\$10.45	\$10.97	\$11.52
16 Hourly	\$8.81	\$9.25	\$9.72	\$10.20	\$10.71	\$11.25	\$11.81
17 Hourly	\$9.03	\$9.48	\$9.96	\$10.46	\$10.98	\$11.53	\$12.11
18 Hourly	\$9.26	\$9.72	\$10.21	\$10.72	\$11.25	\$11.82	\$12.41
19 Hourly	\$9.49	\$9.97	\$10.46	\$10.99	\$11.54	\$12.11	\$12.72
20 Hourly	\$9.73	\$10.21	\$10.72	\$11.26	\$11.82	\$12.42	\$13.04
21 Hourly	\$9.97	\$10.47	\$10.99	\$11.54	\$12.12	\$12.73	\$13.36

City of Centerville, Ohio

1999 Paychart Schedule

1.034	A	B	C	D	E	F	G
22 Hourly	\$10.22	\$10.73	\$11.27	\$11.83	\$12.42	\$13.04	\$13.70
23 Hourly	\$10.48	\$11.00	\$11.55	\$12.13	\$12.73	\$13.37	\$14.04
24 Hourly	\$10.74	\$11.27	\$11.84	\$12.43	\$13.05	\$13.70	\$14.39
25 Hourly	\$11.01	\$11.56	\$12.13	\$12.74	\$13.38	\$14.05	\$14.75
26 Hourly	\$11.28	\$11.85	\$12.44	\$13.06	\$13.71	\$14.40	\$15.12
27 Hourly	\$11.56	\$12.14	\$12.75	\$13.39	\$14.06	\$14.76	\$15.50
28 Hourly	\$11.85	\$12.45	\$13.07	\$13.72	\$14.41	\$15.13	\$15.88
29 Hourly	\$12.15	\$12.76	\$13.39	\$14.06	\$14.77	\$15.51	\$16.28
30 Hourly	\$12.45	\$13.08	\$13.73	\$14.42	\$15.14	\$15.89	\$16.69
31 Hourly	\$12.76	\$13.40	\$14.07	\$14.78	\$15.51	\$16.29	\$17.10
32 Hourly	\$13.08	\$13.74	\$14.42	\$15.15	\$15.90	\$16.70	\$17.53
33 Hourly	\$13.41	\$14.08	\$14.78	\$15.52	\$16.30	\$17.11	\$17.97
34 Hourly	\$13.75	\$14.43	\$15.15	\$15.91	\$16.71	\$17.54	\$18.42
35 Hourly	\$14.09	\$14.79	\$15.53	\$16.31	\$17.13	\$17.98	\$18.88
36 Hourly	\$14.44	\$15.16	\$15.92	\$16.72	\$17.55	\$18.43	\$19.35
37 Hourly	\$14.80	\$15.54	\$16.32	\$17.14	\$17.99	\$18.89	\$19.84
38 Hourly	\$15.17	\$15.93	\$16.73	\$17.56	\$18.44	\$19.36	\$20.33
39 Hourly	\$15.55	\$16.33	\$17.15	\$18.00	\$18.90	\$19.85	\$20.84
40 Hourly	\$15.94	\$16.74	\$17.57	\$18.45	\$19.38	\$20.34	\$21.36
41 Hourly	\$16.34	\$17.16	\$18.01	\$18.91	\$19.86	\$20.85	\$21.90
42 Hourly	\$16.75	\$17.58	\$18.46	\$19.39	\$20.36	\$21.37	\$22.44

City of Centerville, Ohio

1999 Paychart Schedule

1.034	A	B	C	D	E	F	G
43 Hourly	\$17.17	\$18.02	\$18.93	\$19.87	\$20.87	\$21.91	\$23.00
44 Hourly	\$17.60	\$18.47	\$19.40	\$20.37	\$21.39	\$22.46	\$23.57
45 Hourly	\$18.03	\$18.94	\$19.88	\$20.88	\$21.92	\$23.02	\$24.17
46 Hourly	\$18.49	\$19.41	\$20.38	\$21.40	\$22.47	\$23.59	\$24.76
47 Hourly	\$18.95	\$19.90	\$20.89	\$21.93	\$23.03	\$24.18	\$25.37
48 Hourly	\$19.42	\$20.39	\$21.41	\$22.48	\$23.61	\$24.79	\$26.00
49 Hourly	\$19.91	\$20.90	\$21.95	\$23.05	\$24.20	\$25.41	\$26.67
50 Hourly	\$20.40	\$21.43	\$22.50	\$23.62	\$24.80	\$26.04	\$27.33
51 Hourly	\$20.91	\$21.96	\$23.06	\$24.21	\$25.42	\$26.69	\$28.07
52 Hourly	\$21.44	\$22.51	\$23.64	\$24.82	\$26.06	\$27.36	\$28.77
53 Hourly	\$21.97	\$23.07	\$24.23	\$25.44	\$26.71	\$28.04	\$29.45
54 Hourly	\$22.52	\$23.65	\$24.83	\$26.07	\$27.38	\$28.75	\$30.17
55 Hourly	\$23.09	\$24.24	\$25.45	\$26.73	\$28.06	\$29.46	\$30.99
56 Hourly	\$23.66	\$24.85	\$26.09	\$27.39	\$28.76	\$30.20	\$31.77
57 Hourly	\$24.25	\$25.47	\$26.74	\$28.08	\$29.48	\$30.96	\$32.59
58 Hourly	\$24.86	\$26.10	\$27.41	\$28.78	\$30.22	\$31.73	\$33.39
59 Hourly	\$25.48	\$26.76	\$28.09	\$29.50	\$30.97	\$32.52	\$34.19
60 Hourly	\$26.12	\$27.43	\$28.80	\$30.24	\$31.75	\$33.34	\$35.00