

ORDINANCE NO. 31-97

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER J.R. Stone ON THE 26th DAY OF January, 1998.

AN ORDINANCE TO REPEAL ORDINANCES NUMBER 16-96 and 43-95, 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

Ordinances 16-96 and 43-95 are hereby repealed.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

Contained in Attachment A.

Section 4. Pay Periods

All employees shall be paid on a bi-weekly basis.

Section 5. Employment and Advancement

A. The Wage and Salary Plan on Attachment A, prescribes the basic rates of pay for various classes of employees. Employees will normally be hired toward the lower end of the pay range, but may enter the plan at a higher level at the discretion of the City Manager.

All employees will be hired as probationary employees and shall remain so classified for a minimum of six (6) months, or until granted permanent status by the City Manager. Upon completion of the probationary period, an employee may be hired as a regular employee, have his/her probationary period extended for a period not to exceed 6 months, or may be discharged.

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,

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. Full-time employees are individuals who regularly work a minimum of forty hours per week on a year-round basis. Part-time employees are those who work fewer than forty hours per week on a year-round basis. Seasonal and temporary workers are those who work only during short periods of the year.

Section 6. Overtime

Overtime pay or compensatory time at 1.5 times the regular rate of pay shall be awarded to FLSA non-exempt employees for all time worked in excess of 40 hours in any one week. All overtime shall be pre-approved by the Department/Division Head. Overtime pay shall not apply to employees performing the duties of Department Directors, Division Heads, Assistants and other supervisory personnel as determined by the City Manager.

Section 7. Work Week

The work week shall be designated as appropriate for each Yankee Trace Operation, by the Department/Division head with the approval of the City Manager.

Section 8. Employee Benefits

A. Seasonal and Temporary employees shall not be eligible for any fringe benefits except as otherwise specified herein.

B. Employees who work under 30 hours per week on a consistent basis shall not be eligible for any fringe benefits except as otherwise specified herein.

C. The following classes of employees, who work a minimum of 30 hours per week during the months of March through December, shall be eligible for the benefits designated below: Class I, II, III and IV Yankee Trace Employees.

D. Those Yankee Trace employees designated above shall be eligible for the following benefits:

Vacation - according to the following schedule, accrued each pay period starting immediately upon employment. Employees are not eligible to take vacation until after one year of service and vacation time shall not be paid if employment terminates prior to one year of service. Vacation time may be carried over to subsequent years and may not be accumulated beyond twice the annual rate prescribed above for the employees given years of service, vacation time in excess shall be eliminated without compensation. The City shall not recognize prior public service for the purposes of computing vacation accrual. Vacation pay for servers shall be calculated at minimum wage as non-tipped employees.

less than 2 years -	4 hours/month
after 2 years but less than 5 years -	6 hours/month
after 5 years but less than 10 years -	8 hours/month
after 10 years but less than 15 years -	10 hours/month
after 15 years + -	12 hours/month

Sick Leave - all eligible employees, after one year of service shall receive 32 hours of sick leave per year, to be accrued each pay period.

Holidays - all eligible employees shall receive compensation for Christmas Day and New Year's Day. Pay shall be

calculated on average hours worked per day over the previous 30 day period and shall not exceed 8 hours.

Employees shall be paid time and one half for hours worked on Easter and Thanksgiving Day, only if the scheduled hours are worked before and after the holiday.

**Health Insurance** - eligible employees who wish to be covered by the City's designated health insurance carrier for Yankee Trace employees, shall pay  $\frac{1}{2}$  the monthly premium for single or family coverage if they work from 30 - 39 hours per week and  $\frac{1}{3}$  the monthly premium for single or family coverage if they work 40 hours and over per week. Health insurance shall be effective immediately for employees in Class I, II and III. There shall be a 90 day waiting period for employees in Class IV. Employees who desire dental insurance coverage shall pay the entire premium.

**Life Insurance** - each eligible employee subscribing to the city's health insurance policy shall receive a \$15,000 group term life insurance policy. The City shall share in the premium for such life/health insurance combination as outlined under health insurance provision above. The City Manager is hereby authorized to enter into a contract for such insurance. Life insurance shall be effective immediately for eligible employees in Class I, II and III. There shall be a 90 day waiting period for employees in Class IV.

**Family Leave** - any Yankee Trace employee employed over 19 hours a week who has worked 1250 hours the previous year and who requires leave for themselves or to care for a spouse, child or parent with a serious illness, or for the birth or adoption of a child, shall be entitled to unpaid family leave for up to 90 days. Upon approval of the City Manager, employees may use any accrued vacation or sick leave in order to be compensated during this time off.

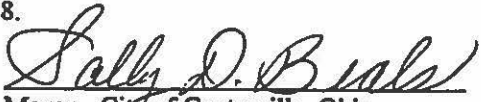
**Bereavement Leave** - any Yankee Trace employee working 30 hours or more per week, upon authorization of the Department/Division Head, may receive up to one day of paid leave for the death of any relative.

**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.

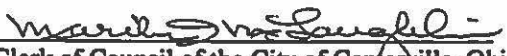
**Section 9. Effective Date** The compensation provided herein shall be effective on January 5, 1998.

**Section 10.** This Ordinance shall take effect at the earliest date allowed by law.

PASSED this 26th day of January, 1998.

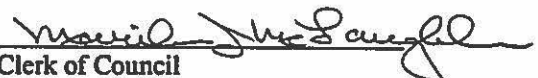
  
Mayor - City of Centerville, Ohio

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 26th day of January, 1998.

  
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 six month evaluations 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. Each employee in Class I hired on or after January 1, 1995, is eligible for benefits described in Section 8 of this Ordinance. Employees hired before January 1, 1995 are eligible for benefits described in Section 8 of Ordinance \_\_\_\_\_, however, the City Manager reserves the right to require employees in this class to take alternate days off in lieu of some holidays due to the unique nature of the Yankee Trace operations. 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	\$ 52,490 -71,529
Head Golf Professional	\$ 46,026 - 61,142
Director of Food Service/Executive Chef	\$ 42,683 - 58,835
Golf Maintenance Superintendent	\$ 42,683 - 58,835

**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 be automatically adjusted based upon the annual wage adjustment. Each employee shall receive six month evaluations and will be eligible for a merit increase of up to 5.0% once per year. Each employee in Class II hired on or after January 1, 1995, is eligible for benefits described in Section 8 of this Ordinance. Employees hired before January 1, 1995 are eligible for benefits described in Section 8 of Ordinance \_\_\_\_\_, however, the City Manager reserves the right to require employees in this class to take alternate days off in lieu of some holidays due to the unique nature of the Yankee Trace operations. 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.

Assistant Director of Food Service	\$32,894 - 46,327/year
Assistant Golf Maintenance Superintendent	\$32,894 - 46,327/year
1st Assistant Golf Professional	\$25,705 - 34,444/year
*Yankee Trace Mechanic	\$10.93 - 14.63/hour
*Yankee Trace Groundskeeper	\$9.42 - 12.62/hour

\* pertains only to those persons hired prior to 1/1/95, those hired after 1/1/95 will be classified as 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 a six month evaluation and will be eligible for up to a 5% merit increase once per year, up to the maximum amount of the pay range. Each employee in Class III is eligible for benefits described in Section 8 of this Ordinance. 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>
Kitchen Manager	28,000	33,000
Sales and Banquet Coordinator	33,000	38,000
Secretary to the Director of Food Service	21,000	27,000

Full-Time Yankee Trace Employees Class III. (continued)

Dining Room/Banquet Supervisor	26,000 - 32,000
Yankee Trace Mechanic	19,000 - 24,000
Yankee Trace Groundskeeper	17,000 - 22,000
Sous Chef	19,000 - 25,000

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. Each employee in Class IV who works an average of 30 hours per week on a consistent year-round basis, is eligible for benefits described in Section 8 of this Ordinance, however, there shall be a 90 day waiting period for health and life insurance. 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.

Title	Min.	Max.
Broiler Cook	\$7.00	\$ 8.25
Saute Cook	\$7.00	\$ 11.00
Dining Room/Banquet Server	\$2.01	\$ 2.75
(Training rate minimum wage for non-tipped employees)		
Head Bartender	\$6.75	\$ 7.50
Bartender	\$6.00	\$ 6.75
Salad Cook	\$5.75	\$ 7.75
Banquet Captain	\$5.50	\$ 6.25
Server Assistant	\$5.15	\$ 5.25
Hobart Tech	\$5.15	\$ 7.00
Hosti	\$5.15	\$ 6.50
Banquet Setup	\$6.00	\$ 7.50
Expeditor	\$5.15	\$ 7.00
2nd Assistant Golf Pro	\$9.50	\$ 12.70

The above listed food service 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. 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.

Title	Pay Range
3rd Assistant Golf Professional	\$7.50 - 10.25
4th Assistant Golf Professional	\$6.40 - 8.50
Outside Operations Supervisor	\$6.00 - 8.00
Laborer II	\$5.50 - 7.50

**Seasonal Yankee Trace Employees Class V. (continued)**

<b>Clerk/Cashier</b>	<b>\$5.50 - 7.50</b>
<b>Bag/Cart Attendant</b>	<b>\$5.15 - 6.75</b>
<b>Yankee Trace Starter</b>	<b>\$5.15 - 6.75</b>
<b>Yankee Trace Ranger</b>	<b>\$5.15 - 6.75</b>
<b>Laborer I</b>	<b>\$5.15 - 6.75</b>

**The above listed food service 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.**