

ORDINANCE NO. 32-64

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER M. Buckley ON THE 4th DAY OF December, 1994.

AN EMERGENCY ORDINANCE 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

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 personnel, Attachment B for all others.

Section 4. Pay Periods

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

Section 5. 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. 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 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 or B, may be moved into the next pay step or given 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.

F. 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. 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 and Assistants, 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.

C. The following classes of employees, who work a minimum of 30 hours per week on a consistent year-round basis, shall be eligible for the benefits designated below: Class I, II, III, IV and V 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-

after 1 year but 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 4 days 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.

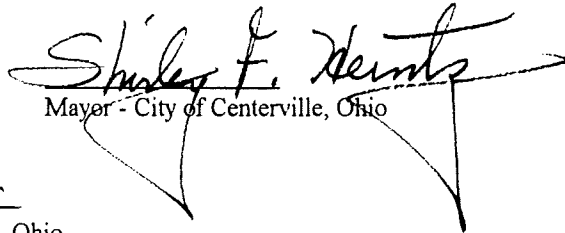
Employees shall be paid time and one half for hours worked on Easter and Thanksgiving Day, only if the scheduled hours are worked before and after the holiday.

Health Insurance - eligible employees who wish to be covered by the City's designated health insurance carrier for Yankee Trace employees, shall pay 1/2 the monthly premium for single or family coverage if they work from 30 - 39 hours per week and 1/3 the monthly premium for single or family coverage if they work 40 hours and over per week.

Section 9. Effective Date The compensation provided herein shall be effective on January 2, 1995.

Section 10. This Ordinance is hereby declared to be an emergency measure and shall become effective immediately. 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 Friday of December 1994.

  
Mayer - 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 Friday day of December 1994.

  
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, once per 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. 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.

<u>Title</u>	<u>Pay Range</u>
Director of Golf and Parks	\$47,229 - 64,356
Head Golf Professional	\$40,482 - 55,014
Director of Food Service/Executive Chef	\$38,406 - 52,938
Maintenance Supt. of Golf & Parks	\$38,406 - 52,938

### B. Classified Regular Full-time Employees Class II

All employees in Class II shall be paid within the designated pay range per Attachment B. 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. 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.

Assistant Director of Food Service	43
Assistant Supt. of Golf & Parks	41
1st Assistant Golf Professional	31
Yankee Trace Mechanic	26
Yankee Trace Groundskeeper	20

### 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.

	min.	max.
Kitchen Manager	28,000	33,000
Sales and Banquet Coordinator	28,000	33,000
Office Manager	22,000	27,000
Dining Room/Banquet Supervisor	20,000	25,000
Golf Shop Manager	19,000	24,000
Yankee Trace Mechanic	19,000	24,000
Yankee Trace Groundskeeper	17,000	22,000

**Attachment A, page two**

**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 receive an evaluation at 30 days, 60 days or as warranted, and at one year, and if rated above average during the evaluations, shall receive an increase as provided for below. Each year thereafter, each employee will be eligible for up to a 5% merit increase. 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.

Title	Step 1	Step 2	Step 3	Step 4
Saute Cook	7.50	7.75	8.00	8.25
Dining Room Server	2.01	2.25	2.50	2.75
Head Bartender	6.75	7.00	7.25	7.50
Bartender	6.00	6.25	6.50	6.75
Broiler Cook	6.00	6.25	6.50	6.75
Banquet Set-up	6.00	6.25	6.50	6.75
Prep Cook	5.75	6.00	6.25	6.50
Salad Cook	5.75	6.00	6.25	6.50
Banquet Server	5.50	5.75	6.00	6.25
Server Assistant	4.50	4.75	5.00	5.25
Utility	4.50	4.75	5.00	5.25

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 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 other than health insurance. Employees who are employed an average of 30 hours per week shall be eligible for participation in the designated health insurance plan. The employee must pay the entire cost of the health insurance.

<u>Title</u>	<u>Pay Range</u>
2nd Assistant Golf Professional	\$9.50 - 12.70
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
Clerk/Cashier	\$5.50 - 7.50
Head Starter	\$5.50 - 7.50
Bag/Cart Attendant	\$5.00 - 6.75
Yankee Trace Starter	\$5.00 - 6.75
Yankee Trace Ranger	\$5.00 - 6.75
Laborer I	\$5.00 - 6.75