

ORDINANCE NO. 3-79

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Russell Sweetman ON THE

5th DAY OF February, 1979.

AN ORDINANCE ESTABLISHING A HUMAN SERVICES DEPARTMENT, APPROPRIATING FUNDS FOR THE OPERATION THEREOF AND ADOPTING PERSONNEL POLICIES THEREFORE.

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1. There is hereby created the Human Services Department.

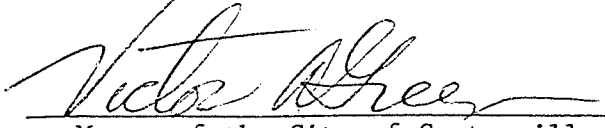
Section 2. The Council hereby appropriates the sum of \$42,685.00 from the General Fund for the purpose of operating the Human Services Department for fiscal year 1979, and the following accounts thereunder are hereby created:

125 - Human Services	
202 - Salaries and Wages	\$31,500
208 - Administrative Allocation	265
211 - Public Employees Retirement	4,650
213 - Hospitalization	2,000
215 - Life Insurance	120
216 - Workmen's Compensation	270
221 - Moving Expense	200
224 - Travel, Meetings and Training	1,535
226 - Telephone, Teletype and Radios	920
238 - Miscellaneous Rentals/Leases	720
239 - Service/Maintenance Contracts	70
240 - General Office Supplies	180
241 - Duplicating Machine Supplies & Rentals	85
247 - Outside Printing & Reproduction	95
279 - Contingency	75
	<hr/>
	<u>\$42,685</u>

Section 3. For the administration of said Department, the Council hereby adopts the Personnel Policies, Youth Counselling/Services of South Montgomery County, a copy of which is attached hereto, marked Exhibit "A" and incorporated herein. With respect to all matters not provided for in said Personnel Policies, Youth Counselling/Services of South Montgomery County, the provisions of the Centerville Administrative Code adopted as Ordinance No. 72-75, and as same may be amended from time to time, shall apply.


Section 4. This ordinance shall become effective from and after the earliest date allowed by law.

PASSED THIS 5th day of February, 1979.



Mayor of the City of Centerville,
Ohio

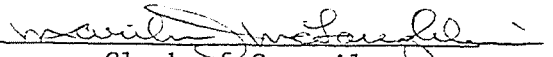
ATTEST:



Clerk of the Council
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of the Council of the City of Centerville, Ohio hereby certifies the foregoing to be a true and correct copy of Ordinance No. 3-79, passed by the Council of the City of Centerville, Ohio, on the 15th day of February, 1979.


Clerk of Council

Approved as to form, consistency with existing ordinance, the charter and constitutional provisions.

Department of Law
Robert N. Farquhar
Municipal Attorney

PERSONNEL POLICY

YOUTH COUNSELING/SERVICES
of South Montgomery County

ARTICLE I.

TABLE OF ORGANIZATION

Section 1. This article establishes the Table of Organization for Youth Counseling/Services of South Montgomery County. The following positions are full-time and permanent:

- 1 Director-Counselor
- 4 Staff Counselors
- 1 Office Manager

Section 2. The Director may employ a staff counselor or counselors on a part-time basis. At such time the total number of staff counselors shall be equivalent to not more than four (4) full-time counselors.

Section 3. An additional position shall be a temporary full-time clerk-typist, who will serve in the absence of the Office Manager, i.e. during his/her vacation periods, sick leave and the like.

ARTICLE II. COMPENSATION PLAN AND PAY SCHEDULE

Section 1. This article establishes the Compensation Plan and Pay schedules for all positions in Youth Counseling/Services of South Montgomery County.

The following pay tables prescribe the basic annual rates and hourly rates of pay for the positions noted:

Position	A	B	C	D	E	"X"
Director-Counselor	16,868.80 <u>8.11</u>	17,721.60 <u>8.52</u>	18,574.40 <u>8.93</u>	19,510.40 <u>9.38</u>	20,467.20 <u>9.84</u>	21,486.40 <u>10.33</u>
Staff Counselor I	9,464.00 <u>4.55</u>	9,859.20 <u>4.74</u>	10,275.20 <u>4.94</u>	10,712.00 <u>5.15</u>	11,148.80 <u>5.36</u>	11,585.60 <u>5.57</u>
Staff Counselor II	10,275.20 <u>4.94</u>	10,712.00 <u>5.15</u>	11,148.80 <u>5.36</u>	11,585.60 <u>5.57</u>	12,084.80 <u>5.81</u>	12,646.40 <u>6.08</u>
Staff Counselor III	11,148.80 <u>5.36</u>	11,585.60 <u>5.57</u>	12,084.80 <u>5.81</u>	12,646.40 <u>6.08</u>	13,145.60 <u>6.32</u>	13,665.60 <u>6.57</u>
Office Manager	8,278.40 <u>3.98</u>	8,694.40 <u>4.18</u>	9,131.20 <u>4.39</u>	9,588.80 <u>4.61</u>	10,067.20 <u>4.84</u>	10,566.40 <u>5.08</u>

Clerk Typist. (Temporary) Hourly \$2.90 (Step increases do not apply.)

Section 2. Employees normally enter at Step A but may enter at Steps B, C or D at the discretion of the Director. Step increases to Steps B, C, D and E after each six (6) months of service, may be granted by the Director in light of employee evaluation. In recognition of superior job performance the Director is authorized to grant step increases in shorter periods of time.

Section 3. Three counselor pay grades are enumerated to allow for differing qualifications among counselors. Generally, Staff Counselor I indicates a two or four year undergraduate degree in human services, behavioral science or an equivalent, plus standard practicum and/or employment experience and competence in providing direct services; II indicates a two or four year undergraduate degree in human services, behavioral science or an equivalent, plus above standard practicum and/or employment experience and competence in providing direct services; III indicates a graduate degree in human services, behavioral science or an equivalent, plus standard practicum and/or employment experience and competence in providing direct services. Generally, the qualifications for the Director-Counselor include a graduate degree in human services, behavioral science, or an equivalent, plus clinical, administrative and supervisory experience.

Section 4. The Director-Counselor normally enters at Step A but may enter at Steps B, C or D upon approval of the Supervisory Board. Step increases to Steps B, C, D and E after each six (6) months of service may be granted by the Supervisory Board. In recognition of superior job performance the Supervisory Board may grant step increases in shorter periods of time.

Section 5. The Staff Counselors, Office Manager and Director-Counselor are eligible for advancement beyond Step E to the equivalent of an additional Step (X). Such advancement is on the basis of outstanding performance as indicated in employee evaluation. The Director may grant the advancement for the Staff Counselor and the Office Manager positions. The Supervisory Board may grant the advancement for the Director-Counselor position.

ARTICLE III. GENERAL PROVISIONS REGARDING WORK

- Section 1. The regular work week for a permanent or temporary full-time employee will equal approximately five (5) eight-hour days, in accordance with schedules developed by the staff under the supervision of the Director. It is recognized that as the demand for services is sometimes irregular, so schedules may likewise be occasionally irregular. Further, it is implicit in the nature of the work of the professional staff that time beyond a normal work schedule may often be required.
- Section 2. All employees shall be paid bi-weekly.
- Section 3. When a vacancy occurs, the Director is authorized to hire a replacement in a position and pay grade appropriate to the qualifications of the new employee and consistent with the budget.
- Section 4. Any employee advanced to a higher position will receive an increase in pay. Staff Counselor I, II, and III describe the same position but allow for differing qualifications among counselors, with commensurate pay grades. The effective date for the pay increases (including retro-active increases) will be determined by the Director.
- Section 5. The Director may temporarily replace any full-time permanent employee on sick leave, vacation, leave of absence or the like.

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME
PERMANENT EMPLOYEES

Section 1. Medical Care Insurance

Youth Counseling/Services of South Montgomery County (YC/S) shall provide medical care insurance coverage for full-time permanent employees. Coverage includes 365-day hospitalization, surgical, medical and related services.

YC/S pays the full cost of medical care insurance coverage for all full-time permanent employees who request coverage and subscribe to either the family plan or the single plan.

YC/S will continue to pay medical care insurance costs for up to three (3) months for participating employees who are ill but have exhausted all accumulated sick leave and vacation leave and are on leave without pay.

This coverage will be purchased through whichever of the communities participating in YC/S offers the most comprehensive coverage for the least cost.

Section 2. Life Insurance

After two (2) months of employment, YC/S will provide each full-time permanent Staff Counselor and the Office Manager with a term life insurance policy in the amount of \$10,000.00 plus \$10,000.00 accidental death and dismemberment coverage. In addition, YC/S will provide to the full-time permanent Director the same coverage in the amount of \$13,000.00. This coverage will be purchased through the City of Kettering.

Section 3. Authorized Absence

A. Full-time permanent employees will receive vacation leave with pay at the following accrual rates for each month of service in accordance with the length-of-service criteria as indicated.

Length of Service	Rate of Accrual (Days per Month)	Days Per Year
Up to 2 Years	1½	15
Over 2 and Up to 5 Years	1½	18
Over 5 Years	1 2/3	20

In calculating length of service, one-half time credit is granted to part-time employees who on an average work 20 or more hours per week.

Part-time employees accrue vacation leave at the same rate as full-time employees but prorated on actual hours worked.

Vacation leave will be used on a calendar-year basis, but not more than ten (10) working days will be used during any Quarter.

Normally, vacation leave accrued will be used during the year, but exceptions may be granted by the Director when appropriate, including the granting of up to ten (10) days of vacation leave credit in advance of accrual.

Whenever an employee shall leave YC/S, he/she shall receive pay for the amount of unused Vacation Leave provided: (1) he/she has completed at least six (6) months of service; (2) the termination is amicable; and, (3) the employee has submitted a notice at least two (2) weeks in advance of termination. In addition, he/she shall be liable for any outstanding Vacation Leave used in advance of accrual.

- B. Full-time permanent employees accrue sick leave at the rate of 1½ days per month. The total amount of accrued sick leave may not exceed 150 days.

Part-time employees, not including the temporary clerk-typist, accrue sick leave at the same rate as full-time employees, but prorated on actual hours worked.

Employees who are ill and have exhausted all accrued sick leave may be granted at the discretion of the Director up to ten (10) days of sick leave credit in advance of accrual.

Employees may use sick leave in the event of illness or injury involving themselves and/or members of their immediate families which requires the employee's personal attention. After three (3) consecutive days of sick leave the Director may request a doctor's certificate as proof of illness before sick leave compensation is paid.

- C. Up to three (3) days funeral leave may be granted when a death occurs in the immediate family of an employee.
- D. Leave without pay for personal reasons may be granted by the Director upon request for periods not longer than ninety (90) calendar days. Employees absent due to illness may be granted such leave after sick leave has been exhausted.

Section 4. Holidays

A. The following nine (9) days, or their equivalents, shall be holidays for which all full-time permanent employees shall receive pay:

- (1) New Year's Day
- (2) Washington-Lincoln Day - 3rd Monday in February
- (3) Memorial Day - Last Monday in May
- (4) Independence Day
- (5) Labor Day - First Monday in September
- (6) Thanksgiving - Fourth Thursday in November
- (7) December 24
- (8) Christmas Day
- (9) December 31

Such days as Passover, Rosh Hashannah and Yom Kippur may be substituted for above regular holidays.

B. The Director may make adjustments in the above holidays, e.g. when any of them falls on a Saturday or Sunday, but with the understanding that there shall be a total of nine (9) paid holidays in any one calendar year.

Section 5. Personal Leave

- A. Each full-time permanent employee shall be entitled to two (2) days of paid personal leave each calendar year. This leave shall be used in not less than one-half day periods.
- B. An employee is entitled to personal leave in his/her first year of employment provided his/her employment began before October 1st.

Section 6. Maternity Leave

A. Any female employee, becoming pregnant after nine (9) or more months of service with the agency, shall be entitled to maternity leave. The starting date of maternity leave shall be at the reasonable discretion of the supervisor, the employee and her physician. It may be earlier, at the employee's request, if reasonable notice is given by the employee.

The employee will be reinstated without a break in service, provided she has informed her supervisor, prior to leaving, of her intent to return, and provided she has notified the agency within thirty (30) days after delivery indicating her desire to return, and provided she returns to work within ninety (90) days after delivery. The employee shall be reinstated in the same or a comparable position at the same rate of pay upon return to work.

Maternity leave shall be without pay. An employee who has accrued vacation and/or sick leave may use all or part of it as maternity leave.

The agency may, at the employee's request, continue to pay its share of the premiums for the employee's medical care insurance and life insurance.

Maternity leave shall normally be for a period of not more than ninety (90) calendar days from date of delivery, except that it may be extended or renewed beyond a total of ninety (90) days at the reasonable discretion of the supervisor, the employee and her physician.

ARTICLE V. ADMINISTRATION AND PROCEDURE

Section 1. Increases in pay are granted at the discretion of the Director.

Section 2. Temporary Full-time Clerical Assistance

- A. The Director may use employment contractors for temporary assistance at the base office when he/she determines that such assistance is needed, on condition that other temporary help is unavailable. It is recognized that the hourly rates charged by employment contractors may exceed the hourly rate for a temporary Clerk-Typist provided in Article II, Section 1 above

Section 3. Employment, Promotion and Termination

- A. The Supervisory Board will hire, promote and terminate the Director-Counselor. The Director will hire, promote and terminate the other staff.

PERSONNEL POLICY
ARTICLE IV
Addendum to Leave Policy

Section 7. Paternity Leave-Parental leave related to childbrith

- A. Paternity leave related to childbirth of up to fifteen (15) working days may be granted to male employees, upon request, when appropriate. Parental leave shall be without pay. An employee who has accrued vacation and/or sick leave may use all or part of it as parental leave.