

ORDINANCE NO. 18-79

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Russell Sweetman ON THE 21st  
DAY OF May, 1979.

AN ORDINANCE AMENDING ORDINANCE 3-79 AND  
13-79 BY REPEALING THE PERSONNEL POLICIES  
ADOPTED AND AMENDED BY SAID ORDINANCES  
AND ADOPTING A NEW PERSONNEL POLICY.

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1. That the Personnel Policies adopted by Ordinance 3-79  
as amended by Ordinance 13-79 which are attached hereto as Exhibit  
"A" and incorporated herein, are hereby repealed.

Section 2. That the Personnel Policy for South Montgomery Human  
Services, attached hereto as Exhibit "B" is hereby adopted.

Section 3. This ordinance shall become effective from and after  
the earliest date allowed by law.

PASSED THIS 21st day of May, 1979.

Victor A. Green  
Mayor of the City of Centerville,  
Ohio

ATTEST:

Marion J. McLaughlin  
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. 18-79, passed by the Council of the City of  
Centerville, Ohio, on the 21st day of May, 1979.

Marion J. McLaughlin  
Clerk of the Council

Approved as to form, consistency  
with existing laws, the  
charter & ordinances.

Robert H. Marghera  
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	1 1/2	15
Over 2 and Up to 5 Years	1 1/2	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 childbirth

- 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.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE I. TABLE OF ORGANIZATION

Section I. This article establishes the Table of Organization for South Montgomery Human Services. The position of Executive Director is full-time and permanent. The position of Secretary is part-time.

SectionII. The Director may employ a temporary part-time clerk typist,who will serve in the absence of the Secretary.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE II. COMPENSATION PLAN AND PAY SCHEDULE

Section 1. This article establishes the compensation plan and pay schedule for all positions in South Montgomery Human Services.

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

Position	Step A	Step B	Step C	Step D	Step E	Step F
Executive Director	10.33 21,486.40	11.05 22,984.00	11.82 24,585.60	12.65 26,312.00	13.54 28,163.20	14.49 30,139.20
Secretary	3.75 7,800.00	4.01 8,340.80	4.29 8,923.20	4.59 9,547.20	4.91 10,212.80	5.25 10,920.00
Temporary Clerk-Typist	3.75	(Step increases do not apply)				

Section 2. Employees normally enter at Step A but may enter at higher steps at the discretion of the Executive Director.

Section 3. The Executive Director may be granted an increase following a review of his performance and compensation. Such a review will be held at least annually, prior to the regular August Supervisory Board meeting. The review may include (1) an evaluation of the Executive Director's performance on specific, agreed-upon objectives, (2) a survey of appraisals of the Executive Director by Board members, co-workers, colleagues, and the like, and (3) a survey of similar positions.

Section 4. The Secretary may be granted an increase to Step B after six (6) months of service, provided that he/she receives a positive written evaluation by the Executive Director. Thereafter increases may normally be granted annually, or sooner in recognition of superior job performance.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE III. GENERAL PROVISIONS REGARDING WORK

- Section 1. The regular work week for full-time employees will equal approximately five (5) eight hour days. However, it is implicit in the nature of the work of professional staff that time beyond a normal work schedule may often be required.
- Section 2. All employees shall be paid weekly.
- Section 3. When a vacancy occurs, the Executive Director is authorized to employ a replacement in a position appropriate to the needs of the agency, 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. The effective date for pay increases ( including retroactive increases) will be determined by the Executive Director.
- Section 5. Any employee using his/her personal automobile for official business will be reimbursed for mileage at the rate of 15¢ per mile and for parking upon presentation of receipts.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES

Section 1. Medical Care Insurance

South Montgomery Human Services will provide medical care insurance coverage for full-time permanent employees. Coverage includes 365 day hospitalization, surgical, medical and related services.

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

SMHS will continue to pay medical care insurance costs for up to three months for participating employees who are ill but have exhausted all accumulated sick leave and are on leave without pay.

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

Section 2. Life Insurance

After two months of employment, the agency (SMHS) will provide each full-time permanent staff member with 24 hour group term life insurance coverage in an amount equivalent to his/her annual salary rounded off to the nearest thousand dollar, including double indemnity for accidental death and dismemberment.

Life insurance coverage will be purchased through whichever of the communities participating in SMHS offers the most comprehensive coverage for the least cost.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

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.

<u>Length-of-Service</u>	<u>Rate of Accrual (Days per Month)</u>	<u>Days per Year</u>
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 twenty (20) or more hours per week.

Vacation leave will be used on a calendar-year basis, generally, however, exceptions may be granted by the Executive Director.

Whenever an employee shall leave SMHS he/she shall receive pay for the amount of unused vacation leave provided: (1) he/she has completed at least six (6) months service; (2) the termination is amicable; and, (3) the employee has submitted a written notice at least two 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 1¼ days per month. The total amount of accrued sick leave may not exceed 150 days (1200 hours).

Employees who are ill and have exhausted all accrued sick leave may be granted, at the discretion of the Executive Director, up to ten 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 consecutive days of sick leave the Executive Director may request a doctor's certificate as proof of illness before sick leave compensation is paid.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 3. Authorized Absence (continued)

- C. Up to three 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 Executive 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 days, or their equivalents, shall be holidays for which all full-time permanent employees shall receive pay:
  - (1) New Year's Day
  - (2) Memorial Day -last Monday in May
  - (3) Independence Day
  - (4) Labor Day -first Monday in September
  - (5) Thanksgiving -4th Thursday in November
  - (6) Day after Thanksgiving
  - (7) December 24
  - (8) Christmas Day
  - (9) December 31

Days such as Passover, Rosah Hashannah and Yom Kippur may be substituted for above regular holidays.

- B. The Executive 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 paid holidays in any one calendar year.

Section 5. Personal Leave

- A. Each full-time permanent employee shall be entitled to two 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.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE IV. SUPPLEMENTARY BENEFITS FOR FULL-TIME PERMANENT EMPLOYEES (continued)

Section 6. Maternity Leave

Any full-time permanent female employee, becoming pregnant after nine 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 days after delivery indicating her desire to return, and provided she returns to work within ninety 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 not more than ninety calendar days from the date of delivery, except that it may be extended or renewed beyond a total of ninety days at the reasonable discretion of the supervisor, the employee and her physician.

Section 7. Paternity Leave - Parental Leave Related to Childbirth

Paternity leave related to childbirth of up to fifteen 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.

PERSONNEL POLICY

SOUTH MONTGOMERY HUMAN SERVICES

ARTICLE V. ADMINISTRATION AND PROCEDURE

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

Section 2. Temporary Part-Time Clerical Assistance

The Executive Director may use employment contractors for temporary assistance 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 rates for a temporary clerk typist as provided above.

Section 3. Employment, Promotion and Termination

The Supervisory Board will employ, promote and terminate the Executive Director. The Executive Director will employ, promote and terminate the other staff.