

ORDINANCE NO. 32-75  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Ralph Spencer ON THE  
7th DAY OF April, 1975.

AN ORDINANCE AMENDING ORDINANCES 37-74, 60-74, 70-74, 75-74, AND 91-74 TO ESTABLISH CLASS TITLES, PAY 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, honesty and respect among all persons.

Section 2. Exclusions.

The provisions of this ordinance do not apply to, and they are excluded here from, all regular full time hourly rated non-supervisory, non-clerical and seasonal employees of the City employed in the Department of Public Service, Division of Streets and Division of Refuse Collection, except as may be specifically mentioned herein.

Section 3. Class Titles and Pay Grades.

Ordinances 37-74, 60-74, 70-74, 75-74, and 91-74 attached hereto, made part hereof and bracketed are hereby repealed. The following listing of employee class titles and pay grade designations are hereby authorized and established:

| <u>Title</u>           | <u>Pay Grade</u>    |
|------------------------|---------------------|
| A. <u>Unclassified</u> |                     |
| Clerk of Council       | \$10,130 - \$10,629 |
| City Manager           | \$23,500 - \$25,000 |

In the case of unclassified employees, the lower rate shall prevail unless the City Council, by resolution, authorizes compensation at the higher rate.

|  |       |
|--|-------|
| B. <u>Regular, Full Time Employees</u>       |       |
| Finance Director                             | 50    |
| Chief of Police                              | 53    |
| Service Director                             | 49    |
| City Engineer                                | 57    |
| Director of Parks and Recreation             | 40    |
| City Planner                                 | 48    |
| Administrative Assistant to the City Manager | 34    |
| Engineering Aide                             | 33    |
| Building Inspector                           | 44    |
| Electrical Inspector                         | 44    |
| Superintendent of Taxation                   | 35    |
| Youth Center Director                        | 36    |
| Foreman                                      | 40    |
| Police Sergeant                              | 45    |
| Police Officer                               | 40    |
| Police Dispatcher                            | 14-21 |
| Police Cadet                                 | 14    |
| Secretary                                    | 24-25 |
| Clerk-Typist                                 | 18-24 |
| Custodian                                    | 22    |
| C. <u>Regular Part-time Employees</u>        |       |
| PBX Operator/Receptionist                    | 13-14 |
| Income Tax Clerk                             | 22    |
| Secretary                                    | 24    |

| <u>Title</u>   | <u>Pay Grade</u>        |
|--|-------------------------|
| <u>D. Temporary Employees</u>                            |                         |
| Clerk-Typist   | 1                       |
| Instructor   | 26G                     |
| Utility Man  | 2                       |
| Recreation Leader  | 1                       |
| Intern   | 5G                      |
| PBX Operator   | 10B                     |
| Recreation Supervisors                                   | 2E                      |
| <u>E. Employees Retained On An Annual Retainer Basis</u> |                         |
| City Attorney  | \$2,500 Annual Retainer |

F.

All matters relating to the employment of all regular full time hourly rated non-supervisory, non-clerical and non-seasonal employees of the Department of Service in the Division of Streets and Division of Refuse Collection shall be governed by the terms of a collective bargaining agreement entered into by the City of Centerville and the Dayton Public Service Union, Local No. 101, American Federation of State, County, and Municipal Employees, AFL-CIO on May 10, 1974.

Section 4. Merit Salary and Wage Plan.

Attachment A

Section 5. Pay Periods.

All employees shall be paid on a weekly basis.

Section 6. Employment and Advancement.

A. The wage and salary plan proscribes the basic rates of pay for various classes of employees. Employees will normally be hired at Step A, but may enter the plan at a higher step at the discretion of the City Manager. All employees will be hired as probationary employees and shall remain so classified for a minimum of 6 months. Upon completion of the 6 months probationary period, an employee may be hired as a permanent employee, have his probationary period extended for a period not to exceed 6 months, or may be discharged, based upon his performance. Certain departments may, upon adoption and with approval of the City Manager, institute standard probationary periods not to exceed 2 years.

B. When a vacancy occurs in any department, the City Manager is authorized to hire a replacement at the same pay grade, or lower, consistent with budgetary authorizations.

C. Subject to satisfactory efficiency ratings, an employee shall be moved into the next salary step on the anniversary date of his permanent employment per the salary and wage plan.

D. Any employee advanced to a higher position through promotion or reclassification 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 around basis. Regular part-time employees are those who work fewer than forty hours per week on a year around basis. Temporary workers are those who work only during short periods of the year, such as the summer months. Fringe benefits apply only to Full Time Employees, except when pro-rated for regular part-time employees by authorization of the City Manager, except as otherwise provided herein.

Section 7. Overtime.

Overtime pay at 1 1/2 times the regular rate of pay shall be awarded employees for all time worked in excess of their work day or week as listed below. All overtime shall be approved by the City Manager. Overtime pay shall not apply to employees performing the duties of Department Directors, Assistants, and Division Heads as determined by the City Manager.

Section 8. Work Week.

The regular work week shall consist of 5 consecutive 8 hour days for all regular employees except the Police Department. The Police Department shall operate on a schedule of an eight (8) hour day on a rotating basis.

Notwithstanding the foregoing, the City Manager is authorized to implement for trial purposes variations to the above on a temporary basis.

Section 9. Fringe Benefits.

A. Holidays

The following days shall be holidays for which full time employees shall receive their regular compensation: New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, Employee's Birthday and 1 Personal Leave Day.

Employees must, on the forms provided, notify his department head at least 3 days prior to the use of a personal leave day. Personal leave days may not be accumulated beyond the year earned.

Any employee eligible for overtime compensation who works on a holiday will receive an extra days pay.

B. Vacation Leave

Regular full time employees shall receive vacation leave at the following rates:

| <u>Uninterrupted Service</u>         | <u>Vacation</u> |
|--------------------------------------|-----------------|
| Over 1 year but less than 10 years   | 10 Days         |
| Over 10 years but less than 20 years | 15 Days         |
| Over 20 years                        | 20 Days         |

All employees are expected to take vacation leave each year. Vacation may not be accumulated and is lost if not taken. Notwithstanding the foregoing, the City Manager may authorize a six month holdover of vacation.

All vacation times must be approved by the City Manager.

C. Life Insurance

All regular full time employees of the City of Centerville, in addition to compensation provided in this Ordinance, for each person requesting coverage, shall be provided with twenty-four (24) hour term life insurance coverage in the amount of one-half (1/2) their annual salary as rounded off to the nearest thousand dollars, including double indemnity for accidental death, and dismemberment, to be effective for each employee when he or she completes his or her first six months of employment with the City. The City shall pay the premium for such group contract life insurance, and the City Manager is hereby authorized and directed to enter into such an insurance contract.

D. Injury Leave

At the discretion of the City Manager, any employee receiving Workmen's Compensation Benefits, but not receiving Sick Leave, may be paid the difference between such compensation and his regular pay if permitted by the rules and regulations of the Workmen's Compensation Act. Compensation for lost time paid by the Industrial Commission to the employee on injury leave, if overlapped with City pay, shall be deposited with the Finance Director for such time as the employee received full wages from the City.

E. Sick Leave

All regular full time employees of the City of Centerville shall accumulate one and one-half days sick leave per month of employment with a maximum of ninety days to be used in the event of sickness; that said sick leave shall be computed and effective from day of employment. After three (3) days of illness, a doctor's certificate shall be presented to the City

Manager confirming said illness. Each regular full time employee may, after accumulation of 105 days unused sick leave, elect at his option to exchange excess sick leave (over and above the said 90 days) for pay at the rate of three days sick leave for one day's pay; provided, however, that said exchange may only be made after an employee is entitled to at least five days of pay as provided hereunder. To effect said exchange, an employee electing same shall so notify the City Manager in writing whereupon said payment shall be made. Regular part-time employees shall receive sick leave as noted above, however, it shall be pro-rated based upon the average hours worked.

F. Maternity Leave

Any female employee becoming pregnant after six (6) or more months of service with the City shall be entitled to maternity leave. The starting date of maternity leave shall be at the reasonable discretion of the supervisor, or if earlier, at the employee's request, if reasonable notice is given by the employee. She will be reinstated without any break in service, provided she has notified the City within thirty (30) days of delivery indicating her desire to return to work and returns to work not more than ninety (90) days after delivery. Maternity leave may be taken without pay and considered as a leave of absence. Any leave of absence exceeding 6 months shall be classified as disability leave. An employee who has accrued vacation time and/or sick leave may elect to use all or part of this compensatory time as maternity leave.

G. Hospitalization and Surgical Plan

The City of Centerville shall pay 100% of the Hospitalization and Surgical and Major Medical insurance costs for all full time employees and the City Attorney.

Such employees must elect to subscribe to the above-mentioned plans before such payment will be made by the City. In the event an employee should elect not to subscribe to the plan, the additional compensation shall not be paid on behalf of said employee and the pay scale provided for herein shall be the full and total compensation to be paid to said employee.

H. Uniforms

Police uniform replacement. Upon appointment, all Police officers shall be furnished minimum uniforms required. Maintenance and replacement of said uniforms is accomplished by budgeting an amount equal to \$175.00 per man times the number of sworn officers to be expended for replacement of worn and damaged uniforms and equipment. All uniforms are and remain the property of the City of Centerville.

Employees of the Building Maintenance Division shall be furnished work uniforms and other safety equipment as needed.

No employee shall wear or use any City owned or furnished clothing or equipment except while on duty for the City or traveling to or from his job.

I. Provision for Death in Family

Any regular full time employees may, upon authorization of the City Manager, receive up to 3 days paid leave for death in the immediate family.

Section 10. Application for Employment.

a. All persons applying for City employment shall complete the standard job application form of the City. Each person so applying for employment shall have a police file and character check as prescribed on said form.

b. Applicants for Police Department employment and promotion shall be subject to additional standards and form prescribed by the Police Department in addition to the above as set forth in Police Department Rules and Regulations and Policies.

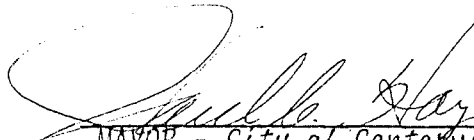
Section 11. Effective Date.

The compensation provided herein shall be retroactive to and shall become effective on the first day of January, 1975.

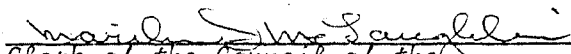
Section 12.

This Ordinance shall become effective on the earliest date allowed by law.

PASSED this 7th day of April, 1975.

  
MAYOR - City of Centerville, Ohio

ATTEST:

  
Clerk of the Council of the  
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 an ordinance passed by the Council of the City of Centerville, Ohio, on the 7th day of April, 1975.

  
Clerk

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

Department of Law  
Robert N. Farquhar  
Municipal Attorney

MERIT SALARY AND WAGE PLAN  
SECTION 4. ATTACHMENT A

| Grade |        | A.<br>Start | B.<br>6 Months | C.<br>18 Months | D.<br>30 Months | E.<br>42 Months | F.<br>54 Months | G.<br>66 Months |
|-------|--------|-------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 1     | Hourly | \$ 2.00     | \$ 2.10        | \$ 2.21         | \$ 2.33         | \$ 2.45         | \$ 2.57         | \$ 2.70         |
|       | Annual | \$ 4,160.00 | \$ 4,368.00    | \$ 4,596.80     | \$ 4,846.40     | \$ 5,096.00     | \$ 5,345.60     | \$ 5,616.00     |
| 2     | Hourly | \$ 2.05     | \$ 2.15        | \$ 2.26         | \$ 2.37         | \$ 2.49         | \$ 2.61         | \$ 2.74         |
|       | Annual | \$ 4,264.00 | \$ 4,472.00    | \$ 4,700.80     | \$ 4,929.60     | \$ 5,179.20     | \$ 5,428.80     | \$ 5,699.20     |
| 3     | Hourly | \$ 2.10     | \$ 2.21        | \$ 2.33         | \$ 2.45         | \$ 2.57         | \$ 2.70         | \$ 2.84         |
|       | Annual | \$ 4,368.00 | \$ 4,596.80    | \$ 4,846.40     | \$ 5,096.00     | \$ 5,345.60     | \$ 5,616.00     | \$ 5,907.20     |
| 4     | Hourly | \$ 2.15     | \$ 2.26        | \$ 2.37         | \$ 2.49         | \$ 2.61         | \$ 2.74         | \$ 2.88         |
|       | Annual | \$ 4,472.00 | \$ 4,700.80    | \$ 4,929.60     | \$ 5,179.20     | \$ 5,428.80     | \$ 5,699.20     | \$ 5,990.40     |
| 5     | Hourly | \$ 2.20     | \$ 2.31        | \$ 2.43         | \$ 2.55         | \$ 2.68         | \$ 2.81         | \$ 2.98         |
|       | Annual | \$ 4,576.00 | \$ 4,804.80    | \$ 5,054.40     | \$ 5,304.00     | \$ 5,574.40     | \$ 5,844.80     | \$ 6,198.40     |
| 6     | Hourly | \$ 2.26     | \$ 2.37        | \$ 2.49         | \$ 2.61         | \$ 2.74         | \$ 2.88         | \$ 3.02         |
|       | Annual | \$ 4,700.80 | \$ 4,929.60    | \$ 5,179.20     | \$ 5,428.80     | \$ 5,699.20     | \$ 5,990.40     | \$ 6,281.60     |
| 7     | Hourly | \$ 2.32     | \$ 2.44        | \$ 2.56         | \$ 2.69         | \$ 2.82         | \$ 2.98         | \$ 3.11         |
|       | Annual | \$ 4,825.60 | \$ 5,075.20    | \$ 5,324.80     | \$ 5,595.20     | \$ 5,865.60     | \$ 6,198.40     | \$ 6,468.80     |
| 8     | Hourly | \$ 2.38     | \$ 2.50        | \$ 2.63         | \$ 2.76         | \$ 2.90         | \$ 3.05         | \$ 3.20         |
|       | Annual | \$ 4,950.40 | \$ 5,200.00    | \$ 5,470.40     | \$ 5,740.80     | \$ 6,032.00     | \$ 6,344.00     | \$ 6,656.00     |
| 9     | Hourly | \$ 2.44     | \$ 2.56        | \$ 2.69         | \$ 2.82         | \$ 2.98         | \$ 3.11         | \$ 3.27         |
|       | Annual | \$ 5,075.20 | \$ 5,324.80    | \$ 5,595.20     | \$ 5,865.60     | \$ 6,198.40     | \$ 6,468.80     | \$ 6,801.60     |
| 10    | Hourly | \$ 2.50     | \$ 2.63        | \$ 2.76         | \$ 2.90         | \$ 3.05         | \$ 3.20         | \$ 3.36         |
|       | Annual | \$ 5,200.00 | \$ 5,470.40    | \$ 5,740.80     | \$ 6,032.00     | \$ 6,344.00     | \$ 6,656.00     | \$ 6,988.80     |
| 11    | Hourly | \$ 2.56     | \$ 2.69        | \$ 2.82         | \$ 2.98         | \$ 3.11         | \$ 3.27         | \$ 3.43         |
|       | Annual | \$ 5,324.80 | \$ 5,595.20    | \$ 5,865.60     | \$ 6,198.40     | \$ 6,468.80     | \$ 6,801.60     | \$ 7,134.40     |
| 12    | Hourly | \$ 2.63     | \$ 2.76        | \$ 2.90         | \$ 3.05         | \$ 3.20         | \$ 3.36         | \$ 3.53         |
|       | Annual | \$ 5,470.40 | \$ 5,740.80    | \$ 6,032.00     | \$ 6,344.00     | \$ 6,656.00     | \$ 6,988.80     | \$ 7,342.40     |
| 13    | Hourly | \$ 2.70     | \$ 2.84        | \$ 2.98         | \$ 3.13         | \$ 3.29         | \$ 3.46         | \$ 3.63         |
|       | Annual | \$ 5,616.00 | \$ 5,907.20    | \$ 6,198.40     | \$ 6,510.40     | \$ 6,843.20     | \$ 7,196.80     | \$ 7,550.40     |
| 14    | Hourly | \$ 2.77     | \$ 2.91        | \$ 3.06         | \$ 3.21         | \$ 3.38         | \$ 3.55         | \$ 3.73         |
|       | Annual | \$ 5,761.60 | \$ 6,052.80    | \$ 6,364.80     | \$ 6,676.80     | \$ 7,030.40     | \$ 7,384.00     | \$ 7,758.40     |
| 15    | Hourly | \$ 2.84     | \$ 2.98        | \$ 3.13         | \$ 3.29         | \$ 3.46         | \$ 3.63         | \$ 3.82         |
|       | Annual | \$ 5,907.20 | \$ 6,198.40    | \$ 6,510.40     | \$ 6,843.20     | \$ 7,196.80     | \$ 7,550.40     | \$ 7,945.60     |
| 16    | Hourly | \$ 2.91     | \$ 3.06        | \$ 3.21         | \$ 3.38         | \$ 3.55         | \$ 3.73         | \$ 3.92         |
|       | Annual | \$ 6,052.80 | \$ 6,364.80    | \$ 6,676.80     | \$ 7,030.40     | \$ 7,384.00     | \$ 7,758.40     | \$ 8,153.60     |
| 17    | Hourly | \$ 2.98     | \$ 3.13        | \$ 3.29         | \$ 3.46         | \$ 3.63         | \$ 3.82         | \$ 4.01         |
|       | Annual | \$ 6,198.40 | \$ 6,510.40    | \$ 6,843.20     | \$ 7,196.80     | \$ 7,550.40     | \$ 7,945.60     | \$ 8,340.80     |
| 18    | Hourly | \$ 3.05     | \$ 3.20        | \$ 3.36         | \$ 3.53         | \$ 3.71         | \$ 3.90         | \$ 4.10         |
|       | Annual | \$ 6,344.00 | \$ 6,656.00    | \$ 6,988.80     | \$ 7,342.40     | \$ 7,716.80     | \$ 8,112.00     | \$ 8,528.00     |
| 19    | Hourly | \$ 3.13     | \$ 3.29        | \$ 3.46         | \$ 3.63         | \$ 3.82         | \$ 4.01         | \$ 4.21         |
|       | Annual | \$ 6,510.40 | \$ 6,843.20    | \$ 7,196.80     | \$ 7,550.40     | \$ 7,945.60     | \$ 8,340.80     | \$ 8,756.80     |
| 20    | Hourly | \$ 3.21     | \$ 3.38        | \$ 3.55         | \$ 3.73         | \$ 3.92         | \$ 4.11         | \$ 4.32         |
|       | Annual | \$ 6,676.80 | \$ 7,030.40    | \$ 7,384.00     | \$ 7,758.40     | \$ 8,153.60     | \$ 8,548.80     | \$ 8,985.60     |
| 21    | Hourly | \$ 3.29     | \$ 3.46        | \$ 3.63         | \$ 3.82         | \$ 4.01         | \$ 4.21         | \$ 4.42         |
|       | Annual | \$ 6,843.20 | \$ 7,196.80    | \$ 7,550.40     | \$ 7,945.60     | \$ 8,340.80     | \$ 8,756.80     | \$ 9,193.60     |
| 22    | Hourly | \$ 3.37     | \$ 3.54        | \$ 3.72         | \$ 3.91         | \$ 4.11         | \$ 4.32         | \$ 4.54         |
|       | Annual | \$ 7,009.60 | \$ 7,363.20    | \$ 7,737.60     | \$ 8,132.80     | \$ 8,548.80     | \$ 8,985.60     | \$ 9,443.20     |
| 23    | Hourly | \$ 3.46     | \$ 3.63        | \$ 3.82         | \$ 4.01         | \$ 4.21         | \$ 4.42         | \$ 4.64         |
|       | Annual | \$ 7,196.80 | \$ 7,550.40    | \$ 7,945.60     | \$ 8,340.80     | \$ 8,756.80     | \$ 9,193.60     | \$ 9,651.20     |
| 24    | Hourly | \$ 3.55     | \$ 3.73        | \$ 3.92         | \$ 4.12         | \$ 4.33         | \$ 4.55         | \$ 4.78         |
|       | Annual | \$ 7,384.00 | \$ 7,758.40    | \$ 8,153.60     | \$ 8,569.60     | \$ 9,006.40     | \$ 9,464.00     | \$ 9,942.40     |
| 25    | Hourly | \$ 3.63     | \$ 3.82        | \$ 4.01         | \$ 4.21         | \$ 4.42         | \$ 4.64         | \$ 4.87         |
|       | Annual | \$ 7,550.40 | \$ 7,945.60    | \$ 8,340.80     | \$ 8,756.80     | \$ 9,193.60     | \$ 9,651.20     | \$ 10,129.60    |
| 26    | Hourly | \$ 3.73     | \$ 3.92        | \$ 4.12         | \$ 4.33         | \$ 4.55         | \$ 4.78         | \$ 5.02         |
|       | Annual | \$ 7,758.40 | \$ 8,153.60    | \$ 8,569.60     | \$ 9,006.40     | \$ 9,464.00     | \$ 9,942.40     | \$ 10,441.60    |
| 27    | Hourly | \$ 3.82     | \$ 4.01        | \$ 4.21         | \$ 4.42         | \$ 4.64         | \$ 4.87         | \$ 5.11         |
|       | Annual | \$ 7,945.60 | \$ 8,340.80    | \$ 8,756.80     | \$ 9,193.60     | \$ 9,651.20     | \$ 10,129.60    | \$ 10,628.80    |

ORDINANCE NO. 62-74  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Leonard Stubbs ON THE  
15th DAY OF July, 1974.

AN ORDINANCE AMENDING ORDINANCES 82-72, 34-74  
AND 47-74 TO ESTABLISH A TABLE OF ORGANIZATION,  
PERSONNEL CLASSIFICATIONS, RATES OF PAY, AND REGU-  
LATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO.

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1.

The City of Centerville shall employ and retain people qualified to provide necessary government services for its citizens. All relationships with employees shall be based on the principles of fairness, honesty and respect among all persons.

Section 2.

The provisions of this ordinance do not apply to, and they are excluded here from all regular full time hourly rated non-supervisory, non-clerical and non-seasonal employees of the City employed in the Department of Public Service, Division of Streets and Division of Refuse Collection, except as may be specifically mentioned herein.

Section 3.

Ordinances 82-72, 34-74 and 47-74 are hereby amended as follows:

TABLE OF ORGANIZATION

The following table of organization and pay grade designations are hereby authorized and established:

| <u>Name of Department</u>                                   | <u>Pay Grade</u> |
|---|------------------|
| A. <u>Office of the City Manager</u>                        |                  |
| <u>Regular, full time employees.</u>                        |                  |
| 1 -Acting City Manager                                      | 17               |
| [1] [City Manager]  | [\$17,250] [20A] |
| 1 -Secretary  | [8] 8            |
| [1] -[Special Assistant to the Manager for Human Relations] | [12]             |
| [1] -[Assistant to City Manager]                            | [14 C]           |
| 1 -Administrative Assistant to the City Manager             | 11               |
| 2 -PBX Operators P.T.                                       | [4] 6            |
| 1 -PBX Operator - Temporary part time                       | 4                |
| 1 -Clerk Typist (pool)                                      | 5                |
| B. <u>Office of the Personnel Officer</u>                   |                  |
| <u>Regular, full time employees.</u>                        |                  |
| 1 -Personnel Officer  | 19               |
| <u>Temporary Employees.</u>                                 |                  |
| 1 -Clerk Typist (Part-time)                                 | 6                |

|                         |      |  |
|-------------------------|------|--|
| 1 - Foreman             | 12   |  |
| [9] [Utility Men]       |      |  |
| [1] [Utility Man IV]    | [10] |  |
| [1] [Utility Man III]   | [8]  |  |
| [4 - Utility Man II]    | [7]  |  |
| [3 - Utility Man I]     | [7]  |  |
| 2 - Laborers            |      |  |
| 8 - Equipment Operators |      |  |
| 1 - Mechanic            |      |  |

Temporary Employees - Seasonal  
 3 - Utility Men (Seasonal - 4 months) 7

Division of [Waste] Refuse Collection  
 Regular, full time employees

|                       |      |          |
|-----------------------|------|----------|
| [2 - Truck Drivers]   | [10] |          |
| [3 - Groundmen III]   | [7]  |          |
| [2 - Groundmen II]    | [7]  |          |
| [1 - Groundman I]     | [7]  |          |
| [1 - Mechanic]        | [7]  |          |
| [1 - Mechanic Helper] | [6]  |          |
| 1 - Billing Clerk     | [5]  | <u>6</u> |
| 2 - Laborers          |      |          |
| 6 - Scooter Operators |      |          |
| 3 - Group Leaders     |      |          |

The rates of pay for the foregoing regular full time hourly rated non-supervisor, non-clerical and non-seasonal employees shall be governed by the terms of the aforesaid collective bargaining agreement.

Division of Building Maintenance

Regular, full time employees.

|                     |     |          |
|---------------------|-----|----------|
| 1 - Maintenance Man | [6] | <u>7</u> |
|---------------------|-----|----------|

Temporary Employees

|  |  |          |
|--|--|----------|
| 2 - Maintenance Man (Seasonal - June thru Sept.) |  | <u>6</u> |
|--|--|----------|

F. Department of Development

Division of Engineering

Regular, full time employees.

|  |            |           |
|--|------------|-----------|
| *1 - City Engineer                                   | [\$16,900] | <u>19</u> |
| 1 - Engineering Aide & Street Construction Inspector |            | <u>11</u> |

\*The City Engineer is responsible as the Chief Building Inspector as well as City Engineer.

Division of Building Inspection

Regular, full time employees.

|                                     |      |           |
|-------------------------------------|------|-----------|
| 1 - Building & Street Inspector     | [15] | <u>15</u> |
| 1 - Building & Electrical Inspector | [13] | <u>15</u> |
| 1 - Clerk Typist                    | [6]  | <u>6</u>  |



Division of Planning

Part-time Employees.

|   |                 |           |
|---|-----------------|-----------|
| 1 - Planner   | [\$8.00 per hr] | <u>19</u> |
| 1 - Clerk, to work for both Planning Commission and Architectural Preservation Review Board (part-time) |                 | <u>7</u>  |

Department [Division] of Parks and Recreation

Regular, full time employees.

|  |  |           |
|--|--|-----------|
| 1 Director                                 |  | <u>13</u> |
| [1] - [Supervisor of Parks and Recreation] |  | [13]      |

Part-time Employees.

|                                    |  |          |
|------------------------------------|--|----------|
| 10 - Recreation Leaders (Seasonal) |  | <u>2</u> |
| 3 - Recreation Leaders (Seasonal)  |  | <u>4</u> |

G. Department of Law

Part-time Employees.

|                                  |                         |           |
|----------------------------------|-------------------------|-----------|
| *1 - Municipal Attorney          | Annual Retainer \$2,500 |           |
| 1 - Assistant Municipal Attorney |                         | <u>20</u> |

\*For all services not covered by the retainer, the Municipal Attorney will be paid a fee comparable to fees paid in the Dayton area for similar services.

Section 4. PAY GRADES. (Attached)

Section 5. PAY PERIODS.

All employees shall be paid weekly.

Section 6. EMPLOYMENT AND ADVANCEMENT.

a. [Employees will normally be hired at Step "A", but may be hired at a higher step at the discretion of the City Manager.]

The pay table prescribes the basic hourly, weekly, and annual rate of pay for pay grades 1 through 22. Employees normally enter at Step A but may enter at Step B, C, or D at the discretion of the City Manager and as permitted by the budget dollar available.

b. When a vacancy occurs in any Department, the City Manager is authorized to hire a replacement in a position or pay grade lower than that vacated in order to train the new employee for future advancement to the total authorized positions for the entire department.

Subject to satisfactory efficiency ratings, City employees will attain the next step in the salary rates upon the satisfactory completion of

six months service. All employees except Police Department personnel will serve a six month probationary period. The Police Department probationary period, for all police employees and members promoted in rank, will be two (2) years from the time of employment or promotion, whichever is applicable.

c. [Subject to satisfactory efficiency rating, City employees may attain the next step in the salary rates or wage scale upon completion of six months service. All employees except police department personnel will serve six month probationary period. The police department probation period, for all police employees, and members promoted in rank will be one year from the time of employment or promotion, whichever is applicable. All efficiency ratings and step rate increases are subject to review by the City Manager.]

The pay table prescribes the basic hourly and annual rates of pay for pay grades 1 through pay grade 22. Step rate increases to B, C, D, or E may be granted by the City Manager after six (6) months of service. In recognition of outstanding job performance, the City Manager may grant step increases in shorter periods of time.

d. Any employee advanced to a higher position through promotion or reclassification must receive an increase in pay.

e. Full time employees are all individuals who regularly work a minimum of forty hours per week on a year around basis. Part-time employees are those who work fewer than forty hours per week on a year around basis. Seasonal workers are those who work only during short periods of the year, such as the summer months. Fringe benefits apply only to Full Time Employees except when pro-rated for part-time workers by authorization of the City Manager, except as otherwise provided herein.

#### Section 7. OVERTIME.

Overtime pay at 1 1/2 times the regular rate of pay shall be awarded employees for all time worked in excess of their regular day of work week as listed below. All overtime shall be approved by the City Manager. Overtime pay shall not apply to employees listed [under Section 2A through G] as Department Directors, Assistants, and Division Heads.

#### Section 8. WORK WEEK.

The regular work week shall consist of five (5) consecutive eight (8) hour days for all employees except the Police Department. The Police Department shall operate on a schedule of an eight (8) hour day.

Section 9. Benefits., Holidays of Ordinances 82-72, 34-74 and 47- are hereby amended as follows:

a. The following days shall be holidays for which full time employees shall receive their regular compensation: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Each employee shall be granted his or her birthday and one (1) [2] personal leave da per year in addition. The Department Head shall be notified at least three days prior to the requested use of personal leave days.

b. Any employee working on a holiday will receive an extra day's compensation.

### LIFE INSURANCE.

Each regular employee and full time Department and Division Heads of the City of Centerville, in addition to compensation itemized provided in this Ordinance for each person requesting coverage, be provided with twenty-four (24) hour term life insurance coverage in the amount of one-half (1/2) their annual salary as rounded off to the nearest thousand dollars, including double indemnity for accidental death, and dismemberment, for each such employee and Department Head, to be effective as to each employee when he or she completes his or her first six months of employment with the City. The City shall pay the premium for such group contract life insurance, and the City Manager is hereby authorized and directed to enter into such an insurance contract. The benefits provided by this Section shall accrue at such time as Insurance Contract provided become effective.

### VACATION.

a. Full time employees may receive vacation leave at the rate of ten (10) working days for one (1) year of uninterrupted service and annually thereafter, and fifteen (15) working days for ten (10) years of uninterrupted service and annually thereafter, and, twenty (20) days for twenty (20) years of uninterrupted service and annually thereafter.

b. All employees shall be expected to take the permitted vacation leave each year. Vacation shall not be accumulated and if all or any part thereof is not taken in any one year, it shall be lost.

c. All vacation times must be approved by the City Manager.

d. Employees may receive vacation pay checks on last pay day before start of vacation, providing request for such pay check arrangement is submitted to Director of Finance in writing at least one week prior to last pay day preceding vacation.

e. When an employee shall leave the City's employ, he shall be entitled to remuneration for the amount of unused vacation leave he has accumulated, on a pro-rata basis, except for employees who leave City employment before completing one year of service.

f. Any employee who resigns from the City service shall be compensated for all unused vacation time accrued.

### INJURY LEAVE

At the discretion of the City Manager any employee receiving Workmen's Compensation Benefits, but not receiving Sick Leave, may be paid the difference between such compensation and his regular pay if permitted by the rules and regulations of the Workmen's Compensation Act. Compensation for lost time paid by the Industrial Commission to the employee on injury leave, if overlapped with City pay, shall be deposited with the Finance Director for such time as the employee received full wages from the City.

### SICK LEAVE.

All full time [the] employees of the City of Centerville shall accumulate one and one-half days per month of employment with a maximum of ninety days to be used in the event of sickness; that said sick leave shall be computed and effective from day of employment. After three (3) days of illness a doctor's certificate shall be presented to the City Manager confirming said illness. Effective January 1, 1972, each regular full time employee may, after accumulation of 90 days unused sick leave, elect at his option to exchange excess

sick leave (over and above the said 90 days) for pay at the rate of three days sick leave for one day's pay; provided, however, that said exchange may only be made after an employee is entitled to at least five days of pay as provided hereunder. To effect said exchange an employee electing same shall so notify the City Manager in writing whereupon said payment shall be made.

#### MATERNITY LEAVE.

Any female employee becoming pregnant after six (6) or more months of service with the City shall be entitled to maternity leave. The starting date of maternity leave shall be at the reasonable discretion of the supervisor, or if earlier, at the employee's request, if reasonable notice is given by the employee. She will be reinstated without any break-in service, provided she has notified the City within thirty (30) days of delivery indicating her desire to return to work and returns to work not more than ninety (90) days after delivery. Maternity leave shall be without pay and shall be considered to be a leave of absence.

#### HOSPITAL AND SURGICAL PLAN.

The City of Centerville shall pay 100% of the Hospitalization (Blue Cross Comprehensive Plan) and Surgical (Blue Shield Comprehensive Plan) and Major Medical costs for all full time employees and to include Section 2G.

Such employees must elect to subscribe to the above mentioned plans before such payment will be made by the City. In the event an employee should elect not to subscribe to the plan, the additional compensation shall not be paid on behalf of said employee and the pay scale provided for herein shall be the full and total compensation to be paid to said employee.

#### UNIFORMS.

Police uniform replacement. Upon appointment, all Police officers shall be furnished minimum uniform requirements which remain City property. Maintenance and replacement of said uniforms is accomplished by budgeting an amount equal to \$175.00 per man times the number of sworn officers to be expended for replacement of worn and damaged uniforms and equipment.

Employees of the Building Maintenance Division shall be furnished work uniforms and other safety equipment as needed.

No employee shall wear or use any City owned or furnished clothing or equipment except while on duty for the City or traveling to or from his job.

#### Section 10. EMPLOYMENT APPLICATION.

a. All persons applying for City employment shall complete the standard job application form of the City. Each person so applying for employment shall have a police file and character check as prescribed on said form.

b. Applicants for Police Department employment and promotion shall be subject to additional standards and forms prescribed by the Police Department in addition to the above as set forth in Police Department Rules and Regulations and Policies.

#### Section 11. EFFECTIVE DATE.

The compensation provided for herein shall be retroactive to and become effective on the first day of January, 1974.

The following pay grades and step rates are hereby authorized and established:

| PAY GRADE | A       | B       | C       | D       | E       | F       |
|-----------|---------|---------|---------|---------|---------|---------|
| 1 Hourly  | \$ 1.50 | \$ 1.60 | \$ 1.70 | \$ 1.80 | \$ 1.90 | \$ 2.00 |
| Weekly    | 60      | 64      | 68      | 72      | 75      | 80      |
| Annually  | 3,120   | 3,328   | 3,536   | 3,744   | 3,952   | 4,160   |
| 2 Hourly  | 1.80    | 1.90    | 2.00    | 2.10    | 2.20    | 2.30    |
| Weekly    | 72      | 76      | 80      | 84      | 88      | 92      |
| Annually  | 3,744   | 3,952   | 4,160   | 4,368   | 4,576   | 4,784   |
| 3 Hourly  | 2.10    | 2.20    | 2.30    | 2.40    | 2.50    | 2.60    |
| Weekly    | 84      | 88      | 92      | 96      | 100     | 104     |
| Annually  | 4,368   | 4,576   | 4,784   | 4,992   | 5,200   | 5,408   |
| 4 Hourly  | 2.40    | 2.50    | 2.60    | 2.70    | 2.80    | 2.90    |
| Weekly    | 96      | 100     | 104     | 108     | 112     | 116     |
| Annually  | 4,992   | 5,200   | 5,408   | 5,616   | 5,824   | 6,032   |
| 5 Hourly  | 2.70    | 2.80    | 2.85    | 2.90    | 2.95    | 3.00    |
| Weekly    | 108     | 112     | 114     | 116     | 118     | 120     |
| Annually  | 5,616   | 5,824   | 5,928   | 6,032   | 6,136   | 6,240   |
| 6 Hourly  | 2.90    | 3.00    | 3.10    | 3.20    | 3.25    | 3.30    |
| Weekly    | 116     | 120     | 124     | 128     | 130     | 132     |
| Annually  | 6,032   | 6,240   | 6,448   | 6,656   | 6,760   | 6,864   |
| 7 Hourly  | 3.20    | 3.25    | 3.30    | 3.40    | 3.50    | 3.60    |
| Weekly    | 128     | 130     | 132     | 136     | 140     | 144     |
| Annually  | 6,656   | 6,760   | 6,864   | 7,072   | 7,280   | 7,488   |
| 8 Hourly  | 3.40    | 3.55    | 3.60    | 3.65    | 3.70    | 3.80    |
| Weekly    | 136     | 142     | 144     | 146     | 148     | 152     |
| Annually  | 7,072   | 7,384   | 7,488   | 7,592   | 7,696   | 7,904   |
| 9 Hourly  | 3.60    | 3.70    | 3.75    | 3.80    | 4.00    | 4.10    |
| Weekly    | 144     | 148     | 150     | 156     | 160     | 164     |
| Annually  | 7,488   | 7,696   | 7,800   | 8,122   | 8,320   | 8,528   |
| 10 Hourly | 3.90    | 4.00    | 4.10    | 4.20    | 4.30    | 4.40    |
| Weekly    | 156     | 160     | 164     | 168     | 172     | 176     |
| Annually  | 8,112   | 8,320   | 8,528   | 8,736   | 8,944   | 9,152   |
| 11 Hourly | 4.20    | 4.30    | 4.40    | 4.50    | 4.60    | 4.70    |
| Weekly    | 168     | 172     | 176     | 180     | 184     | 188     |
| Annually  | 8,736   | 8,944   | 9,152   | 9,360   | 9,568   | 9,776   |
| 12 Hourly | 4.50    | 4.60    | 4.70    | 4.80    | 4.90    | 5.00    |
| Weekly    | 180     | 184     | 188     | 192     | 196     | 200     |
| Annually  | 9,360   | 9,568   | 9,776   | 9,984   | 10,192  | 10,400  |
| 13 Hourly | 4.80    | 4.90    | 5.00    | 5.15    | 5.30    | 5.45    |
| Weekly    | 192     | 196     | 200     | 206     | 212     | 218     |
| Annually  | 9,984   | 10,192  | 10,400  | 10,712  | 11,024  | 11,336  |
| 14 Hourly | 5.15    | 5.30    | 5.45    | 5.60    | 5.75    | 5.90    |
| Weekly    | 206     | 212     | 218     | 224     | 230     | 236     |
| Annually  | 10,712  | 11,024  | 11,336  | 11,648  | 11,960  | 12,272  |
| 15 Hourly | 5.60    | 5.75    | 5.90    | 6.10    | 6.25    | 6.40    |
| Weekly    | 224     | 230     | 236     | 244     | 250     | 256     |
| Annually  | 11,648  | 11,960  | 12,272  | 12,688  | 13,000  | 13,312  |
| 16 Hourly | 6.10    | 6.25    | 6.40    | 6.55    | 6.70    | 6.85    |
| Weekly    | 244     | 250     | 256     | 262     | 268     | 274     |
| Annually  | 12,688  | 13,000  | 13,312  | 13,624  | 13,936  | 14,248  |

PAY GRADE

|           | A       | B       | C       | D       | E       | F       |
|-----------|---------|---------|---------|---------|---------|---------|
| 17 Hourly | \$ 6.55 | \$ 6.70 | \$ 6.85 | \$ 7.00 | \$ 7.25 | \$ 7.50 |
| Weekly    | 252     | 260     | 274     | 280     | 299     | 309     |
| Annually  | 13,620  | 13,920  | 14,243  | 14,560  | 15,050  | 15,600  |
| 18 Hourly | 7.00    | 7.25    | 7.50    | 7.75    | 8.00    | 8.25    |
| Weekly    | 280     | 290     | 300     | 316     | 326     | 339     |
| Annually  | 14,560  | 15,030  | 15,600  | 16,420  | 16,640  | 17,160  |
| 19 Hourly | 7.75    | 8.00    | 8.25    | 8.50    | 8.75    | 9.00    |
| Weekly    | 310     | 320     | 330     | 340     | 350     | 360     |
| Annually  | 16,120  | 16,640  | 17,160  | 17,650  | 18,200  | 18,720  |
| 20 Hourly | 8.50    | 8.75    | 9.00    | 9.25    | 9.50    | 9.75    |
| Weekly    | 340     | 350     | 360     | 370     | 380     | 390     |
| Annually  | 17,630  | 18,200  | 18,720  | 19,240  | 19,750  | 20,280  |
| 21 Hourly | 9.25    | 9.50    | 9.75    | 10.00   | 10.25   | 10.50   |
| Weekly    | 370     | 380     | 390     | 400     | 410     | 420     |
| Annually  | 19,240  | 19,760  | 20,280  | 20,800  | 21,320  | 21,840  |
| 22 Hourly | 10.00   | 10.25   | 10.50   | 10.75   | 11.00   | 11.25   |
| Weekly    | 400     | 410     | 420     | 430     | 440     | 450     |
| Annually  | 20,800  | 21,320  | 21,840  | 22,360  | 22,880  | 23,400  |

ORDINANCE NO. 1111

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN J. V. Stone ON THE 9th DAY OF September, 1974.

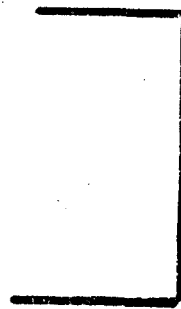
AN ORDINANCE AMENDING ORDINANCE 82-72 AS AMENDED BY ORDINANCES 34-74, 47-74, 57-74 AND 60-74 TO ESTABLISH A TABLE OF ORGANIZATION, PERSONNEL CLASSIFICATIONS, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO.

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

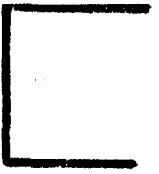
Section 1. Ordinance 60-74 and Ordinance 57-74, Section 3, Table of Organization, E. Department of Service, Division of Streets is hereby amended as follows:



[1] 2 - Mechanic.



Section . Ordinance 60-74 and Ordinance 57-74 Table of Organization, is hereby amended by adding the following:



H - Department of Youth

1 - Director, Youth Center

10



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

PASSED this 9th day of September, 1974.

Mayor of the City of Centerville, Ohio

ATTEST:

Approved as to form, with existing charter &c.

Marion M. Sandberg  
Clerk of the Council of the City of Centerville, Ohio

Robert L. ...  
Municipal Auditor

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. 1111, passed by the Council of the City of Centerville, Ohio, on the 9th day of Sept, 1974.

Marion M. Sandberg  
Clerk of the Council

ORDINANCE NO. 75-74

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Walter S. Adams ON THE 23rd DAY OF September, 1974.

AN ORDINANCE AMENDING ORDINANCE 82-72 AS AMENDED BY ORDINANCES 34-74, 47-74, 57-74 AND 60-74 TO ESTABLISH A TABLE OF ORGANIZATION, PERSONNEL CLASSIFICATIONS, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO.

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1. Ordinance 60-74 and Ordinance 57-74, Section 3, Table of Organization, E. Department of Service, Division of Streets is hereby amended as follows:

1 - Concrete Foreman (Temporary Employee) 22F

Section 2. This ordinance shall become effective from and after the earliest date allowed by law.

PASSED this 23rd day of September, 1974.

Walter S. Adams  
Mayor of the City of Centerville, Ohio

ATTEST:

Walter S. Adams  
Clerk of the Council of the  
City of Centerville, Ohio

C E R T I F I C A T E

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. 75-74, passed by the Council of the City of Centerville, Ohio, on the 23rd day of September, 1974.

Walter S. Adams  
Clerk of the Council

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

Department of Law  
Robert N. Farquhar  
Municipal Attorney



ORDINANCE NO. 91-74

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Richard Blalock  
ON THE 16th DAY OF December, 1974.

AN ORDINANCE AMENDING ORDINANCE 60-74 BY  
ELIMINATING THE POST OF ACTING CITY MANAGER  
FROM SECTION 3A AND BY ADDING THE POST OF  
CITY MANAGER TO SAID SECTION AND DESIGNATING  
A SALARY.

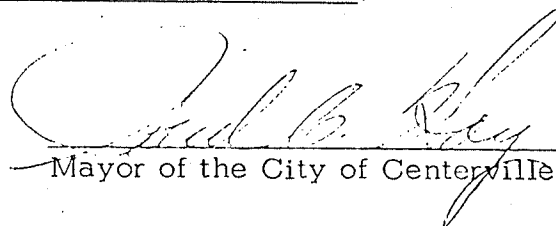
THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

Section 1. Section 3A Table of Organization of Ordinance 60-74 is hereby amended as follows:

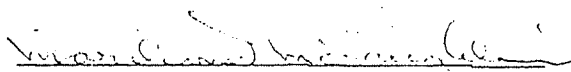
| <u>Name of Department</u>     | <u>Pay Grade</u>   |
|-------------------------------|--------------------|
| A. Office of the City Manager |                    |
| Regular, full time employees  |                    |
| [1] [Acting City Manager]     | [17]               |
| <u>1 City Manager</u>         | <u>\$23,500.00</u> |

Section 2. This ordinance shall become effective at the earliest date allowed by law.

PASSED this 16th day of December, 1974.

  
Mayor of the City of Centerville, Ohio


ATTEST:

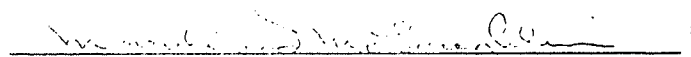
  
Clerk of the Council of the  
City of Centerville, Ohio

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. 91-74, passed by the Council of the City of Centerville, Ohio, on the 16th day of December, 1974.

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

  
Robert H. Garphar  
Municipal Attorney

  
Clerk of the Council