

ORDINANCE NO. 57-74
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Charles McQueeney ON THE 17th DAY
OF June, 1974.

AN EMERGENCY ORDINANCE AMENDING ORDINANCES 82-72, 34-74 and 47-74 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.

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

C. Department of FinanceRegular, full time employees.

1 - Finance Director	[13,000]	<u>17 B</u>
1 - Finance Clerk	[6]	<u>7</u>

Division of Income Tax CollectionRegular, full time employees

1 - Superintendent of Taxation	[\$9,360]	<u>12</u>
1 - Clerk		<u>6</u>

Temporary Employees

1 - Clerk (part-time)		<u>6</u>
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D. Department of Public SafetyDivision of Police

1 - Chief of Police	[\$13,500]	<u>17 E</u>
2 - Police Sergeants		<u>16 B</u>
13 - Police Officers	[11 thru 15]	<u>13 thru 16</u>
1 - Police Detective Sergeant	[15]	<u>16</u>
3 - Police Officer V		<u>15</u>
Police Officer IV		<u>14</u>
1 - Police Officer III		<u>14</u>
1 - Police Officer II		<u>13</u>
7 - Police Officer I		<u>13</u>

Regular, full time employees - Other than Police Officers.

4 - Dispatchers

1 - Dispatcher III	[7]	<u>9</u>
1 - Dispatcher II	[6]	<u>7</u>
2 - Dispatcher I	[4]	<u>6</u>

E. Department of Service

1 - Director		<u>16</u>
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All matters relating to the employment of all regular full time hourly rated non-supervisory, non-clerical and non-seasonal employees of this Department 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.

Division of Streets
Regular, full time employees
[1] - [Superintendent]

[16]

<u>1</u> Foreman	<u>12</u>	
[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		
<u>8</u> - <u>Equipment Operators</u>		
1 - <u>Mechanic</u>		
Temporary Employees - Seasonal		
3 - Utility Men (Seasonal - 4 months)	7	
Division of [Waste] <u>Refuse</u> 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>
<u>2</u> - <u>Laborers</u>		
<u>6</u> - <u>Scooter Operators</u>		
<u>3</u> - <u>Group Leaders</u>		

The rates of pay for the foregoing regular full time hourly rated non-supervisory, 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] 7

Temporary Employees

1 - Maintenance Man (Seasonal - June thru Sept.) 6

F. Department of Development

Division of Engineering

Regular, full time employees.

*1 - City Engineer [\$16,900] 19

1 - Engineering Aide & Street Construction
Inspector 11

*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] 15
1 - Building & Electrical Inspector [13] 15
1 - Clerk Typist [6] 6

Division of PlanningPart-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 RecreationRegular, full time employees.

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

Part-time Employees.

<u>10</u> - <u>Recreation Leaders</u> (Seasonal)		<u>2</u>
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<u>3</u> - <u>Recreation Leaders</u> (Seasonal)		<u>4</u>
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G. Department of LawPart-time Employees.

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

SECTION 2. PAY GRADES.

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

SALARY RATES

PAY GRADES	BASIS	A	B	C	D	E
1	Year	\$ 2,803.14	\$ 2,643.45	\$ 3,083.77	\$ 3,224.08	\$ 3,364.40
2	Year	3,364.40	3,503.63	3,643.97	3,784.29	3,903.10
3	Year	3,908.10	4,064.92	4,205.23	4,345.55	4,485.86
4	Year	4,485.86	4,625.12	4,765.44	4,905.75	5,046.07
5	Year	5,046.07	5,186.38	5,326.70	5,467.01	5,607.33
6	Year	5,607.33	5,746.59	5,886.90	6,027.22	6,167.53
7	Year	6,167.53	6,252.85	6,448.16	6,588.48	6,728.79
8	Year	6,728.79	6,868.05	7,008.37	7,148.68	7,289.00
9	Year	7,289.00	7,429.31	7,569.63	7,709.94	7,850.26
10	Year	7,850.26	7,939.52	8,129.83	8,270.15	8,410.46
11	Year	8,410.46	8,550.78	8,691.09	8,831.41	8,971.72
12	Year	8,971.72	9,110.98	9,251.30	9,391.61	9,531.93
13	Year	9,531.93	9,672.24	9,812.56	9,952.87	10,093.19
14	Year	10,093.19	10,232.45	10,372.76	10,513.08	10,653.39
15	Year	10,653.39	10,793.71	10,934.02	11,074.24	11,214.65
16	Year	11,214.65	11,353.91	11,494.23	11,634.54	11,774.86
17	Year	11,774.86	11,915.17	12,055.49	12,195.80	12,336.12
18	Year	12,336.12	12,475.38	12,615.69	12,756.00	12,896.32
19	Year	12,896.32	13,036.64	13,176.95	13,317.27	13,457.58
20	Year	13,457.58	13,596.84	13,737.16	13,877.47	14,017.79
21	Year	14,017.79	14,158.10	14,298.42	14,438.73	14,579.05

WAGE SCALE
STEPS

RANGE	BASIS	A	B	C	D	E
2	Hourly	\$ 1.80	\$ 1.85	\$ 1.90	\$ 1.95	\$ 2.00
3	Hourly	2.05	2.10	2.15	2.20	2.25
4	Hourly	2.30	2.35	2.40	2.45	2.50
5	Hourly	2.55	2.60	2.65	2.70	2.75
6	Hourly	2.80	2.85	2.90	2.95	3.00
7	Hourly	3.05	3.10	3.15	3.20	3.25
8	Hourly	3.30	3.35	3.40	3.45	3.50
9	Hourly	3.55	3.60	3.65	3.70	3.75

WAGE SCALE continued

RANGE	BASIC	A	B	C	D	E
10	Hourly	\$3.80	\$3.85	\$3.90	\$3.95	\$4.00
11	Hourly	4.05	4.10	4.15	4.20	4.25
12	Hourly	4.30	4.35	4.40	4.45	4.50

The following employees, not hereinabove set forth, shall receive compensation as follows:

ANNUALLY

- A. City Manager [\$17,250.00]
- B. Director of Finance - Full Time [\$13,000.00]
- C. Municipal Attorney [\$2,500.00]

For performing the services of attorney for the City and the officers thereof in their official capacities, to attend one regular meeting per month of the Legislative Authority, to prepare ordinances and resolutions, and to render legal opinions, either written or oral, as requested by the Legislative Authority or officials of the City upon request in writing.

Fees for services rendered in addition to the above named services shall be charged in accordance with the Dayton Bar Association's minimum fee schedule. In the event the fee for a particular service is not established by the Dayton Bar Association's minimum fee schedule, the charge shall be computed upon an hourly fee basis in accordance with the Dayton Bar Association's hourly fee rate by using the minimum hourly fee rate as a maximum fee charged.

- D. Chief of Police [\$13,500.00]
- E. Street Superintendent [\$12,500.00]
- F. City Engineer [\$16,900.00]

[The City Engineer, upon employment on a full-time basis, will also be the Chief Building Inspector in the Building Division of the Department of Development.] The City Engineer will also act as the Chief Building Inspector in the Building Division, of the Department of Development.

SECTION 2. PAY GRADES.

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	76	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	3.90	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	262	268	274	280	290	300
Annually	13,624	13,936	14,248	14,560	15,080	15,600
18 Hourly	7.00	7.25	7.50	7.75	8.00	8.25
Weekly	280	290	300	310	320	330
Annually	14,560	15,080	15,600	16,120	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	17,680	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	17,680	18,200	18,720	19,240	19,760	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

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 a 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 47-74 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 day[s] 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.

Section 12.

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 17th day of June, 1974.

ATTEST:

Marilyn J. McLaughlin
Clerk of the Council of the
City of Centerville, Ohio

Paul C. Key
MAYOR - 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 17th day of June, 1974.

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

Marilyn J. McLaughlin
Clerk

Department of Law
Robert N. Farquhar
Municipal Attorney