

**RECORD OF ORDINANCES**

Ordinance No. 12-72

Passed February 7 19 72

ORDINANCE NO. 12-72

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN RUSSELL SWEETMAN ON THE 7th DAY OF FEBRUARY, 1972.

AN EMERGENCY ORDINANCE TO ESTABLISH A TABLE OF ORGANIZATION, PERSONNEL CLASSIFICATIONS, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO FOR THE FISCAL YEAR 1972.

THE MUNICIPALITY OF CENTERVILLE HEREBY ORDAINS:

SECTION 1. TABLE OF ORGANIZATION

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

A. Administrative Department - Administrative

Number Authorized	Title	Pay Grade
1	Secretary	8

- Department of Finance

Number Authorized	Title	Pay Grade
1	Secretary	7

B. Department of Public Safety - Division of Police

Number Authorized	Title	Pay Grade
1	Chief of Police	
1	Acting Police Lieutenant	17
2	Police Sergeants	15
3	Police Patrolmen I	11
4	Police Patrolmen II	12
5	Police Patrolmen III	14
1	Police Dispatcher	7
1	Police Dispatcher	6
2	Police Dispatcher	4

C. Department of Public Service - Division of Streets

Number Authorized	Title	Pay Grade
1	Street Superintendent	
1	Utility Man	9
2	Utility Men	8
1	City Engineer	

- Division of Refuse Collection

Number Authorized	Title	Pay Grade
2	Truck Drivers	9
6	Groundmen	8
1	Clerk (Part Time)	4

D. Department of Development - Building Division

Number Authorized	Title	Pay Grade
1	Chief Building Inspector	1
1	Building, Street and Sidewalk Inspector	14
1	Building, Street and Sidewalk Inspector	12

SECTION 2. PAY GRADES

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

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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	3,908.10
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	7,989.52	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
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:

- A. City Manager \$15,825.00 Annually
- B. Director of Finance 2,300.00 Annually
- C. Municipal Attorney 1,200.00 Annually

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



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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

During such period that the City Manager also serves as Chief of Police, the Chief of Police shall receive no additional compensation.

E. Street Superintendent

12,100.00 Annually

F. City Engineer

The City Engineer shall be paid in accordance with the terms of a contract authorized by the Council.

G. Chief Building Inspector

9.00 Per Hour

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.

SECTION 3. PAY PERIODS.

All employees shall be paid weekly.

SECTION 4. 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.

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 vacant position. In this respect, the City Manager is bound only by the total authorized positions for the entire department.

c. Subject to satisfactory efficiency ratings, 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.

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 5. 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 thru G.

SECTION 6. 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.



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SECTION 7. BENEFITS.HOLIDAYS.

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.

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.

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. 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.

SICK LEAVE.

ALL 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 date 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.

HOSPITAL AND SURGICAL PLAN.

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



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SECTION 8. 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 9. EFFECTIVE DATE.

The compensation provided for herein shall be retroactive to, and become effective on the first day of January, 1972.

SECTION 10.

All ordinances, resolutions or memorandums, or parts of same, inconsistent herewith shall be repealed, and this ordinance shall take effect from and after the earliest period allowed by law.

SECTION 11.

This ordinance is hereby declared to be an emergency ordinance and shall become effective immediately upon its adoption. A public emergency affecting health, safety and the public welfare is hereby declared to exist because the City cannot retain qualified personnel without a complete set of uniform regulations governing the classification, compensation, and advancement of employees.

PASSED this 7th day of February, 1972.

/s/ Paul C. Hoy  
MAYOR - City of Centerville, Ohio

ATTEST:

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

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of an ordinance passed by the Council of the City of Centerville, Ohio on the 7th day of February, 1972.

/s/ Marilyn J. McLaughlin  
Clerk

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

Department of Law  
Robert N. Farquhar  
Municipal Attorney