

# RECORD OF ORDINANCES

Ordinance No. 6-71 Passed January 21 19 71

### ORDINANCE NO. 6-71

AN EMERGENCY ORDINANCE TO AMEND ORDINANCE NUMBER 2-70 OF JANUARY 19, 1970, ORDINANCE NUMBER 7-70 OF FEBRUARY 16, 1970, AND ORDINANCE NUMBER 39-70 OF OCTOBER 19, 1970 FOR 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. TABLE OR 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 [A]
1	Clerk-Typist II	6 [A]

##### B. Department of Public Safety - Division of Police

Number Authorized	Title	Pay Grade
1	Chief of Police	16
[1] 2	Police Sergeants [I]	[15D] 16
[1] 1	[Police Sergeant II]	[16D] 16
1	Police Patrolmen I	[12] 11
3	Police Patrolmen II	12
4	Police Patrolmen III	14
1	Police Dispatcher [I]	5
[3] 2	Police Dispatcher [II]	6
1	Police Dispatcher	7

##### C. Department of Public Service - Division of Streets

Number Authorized	Title	Pay Grade
1	Street Superintendent	
1	Street Foreman	10 [C]
1	Utility Man	8
1	Utility Man	[9A] 9
1	City Engineer	

##### - Division of Refuse Collection

Number Authorized	Title	Pay Grade
2	Truck Driver	[9A] 9
6	Groundmen	[8C] 8

##### D. Development Department - Building Division

Number Authorized	Title	Pay Grade
1	Building Inspector	14

#### SECTION 2. PAY GRADES.

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

#### SALARY [STEP] RATES

PAY GRADES	BASIS	A	B	C	D	E
1	Year	[2,500.00]	[2,625.00]	[2,750.00]	[2,875.00]	[3,000.00]
	Step Rates	<u>2,657.00</u>	<u>2,790.00</u>	<u>2,923.00</u>	<u>3,056.00</u>	<u>3,189.00</u>
2	Year	[3,000.00]	[3,125.00]	[3,250.00]	[3,375.00]	[3,500.00]
	Step Rates	<u>3,189.00</u>	<u>3,321.00</u>	<u>3,454.00</u>	<u>3,587.00</u>	<u>3,720.00</u>



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## WAGE SCALE (cont)

<u>3</u>	<u>Hour</u>	<u>1.75</u>	<u>1.85</u>	<u>1.95</u>	<u>2.05</u>	<u>2.15</u>
<u>4</u>	<u>Hour</u>	<u>1.90</u>	<u>2.00</u>	<u>2.10</u>	<u>2.20</u>	<u>2.30</u>
<u>5</u>	<u>Hour</u>	<u>2.05</u>	<u>2.15</u>	<u>2.25</u>	<u>2.35</u>	<u>2.45</u>
<u>5</u>	<u>Hour</u>	<u>2.20</u>	<u>2.30</u>	<u>2.40</u>	<u>2.50</u>	<u>2.60</u>
<u>6</u>	<u>Hour</u>	<u>2.35</u>	<u>2.45</u>	<u>2.55</u>	<u>2.65</u>	<u>2.75</u>
<u>7</u>	<u>Hour</u>	<u>2.50</u>	<u>2.65</u>	<u>2.80</u>	<u>2.90</u>	<u>3.10</u>
<u>8</u>	<u>Hour</u>	<u>2.65</u>	<u>2.80</u>	<u>2.95</u>	<u>3.10</u>	<u>3.25</u>
<u>8</u>	<u>Hour</u>	<u>2.80</u>	<u>3.00</u>	<u>3.20</u>	<u>3.40</u>	<u>3.60</u>
<u>9</u>	<u>Hour</u>	<u>2.95</u>	<u>3.15</u>	<u>3.35</u>	<u>3.55</u>	<u>3.75</u>
<u>10</u>	<u>Hour</u>	<u>3.10</u>	<u>3.30</u>	<u>3.50</u>	<u>3.70</u>	<u>3.90</u>
<u>11</u>	<u>Hour</u>	<u>3.30</u>	<u>3.50</u>	<u>3.70</u>	<u>3.90</u>	<u>4.10</u>

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

- A. City Manager [ \$13,250.00 ] \$13,750.00 Annually  
 B. Director of Finance [ 1,800.00 ] \$ 2,150.00 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 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 [ \$12,600.00 ] \$13,400.00 Annually  
 E. Street Superintendent ( 10,000.00 ) \$11,500.00 Annually  
 F. City Engineer-  
 Chief Building Official 9.00 Per Hour

SECTION 3. PAY PERIODS.

All employees shall be paid semi-monthly.

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, including the positions of Secretary, Clerk-Typist, Police Dispatcher, Street Foreman, Utility Man, Truck Driver, Groundman, and Building Inspector, may attain the next step upon completion of six (6) months probationary period,

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and Police Patrolmen and Police Sergeants may attain the next step upon completion of twelve (12) months probationary period. Subsequent step rates shall be based on merit for all employees.

[d. Any changes in step rate designation except City Manager, Director of Finance, Municipal Attorney, Chief of Police and Street Superintendent shall be made on the anniversary date of employment. A merit step raise may be granted at other periods of time with the City Manager's approval.]

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

[f] 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 then pro-rated for part time workers by authorization of the City Manager.

[g] f. All employees hired shall serve a probationary period of six (6) months and be reviewed by the City Manager at the end of such periods. Police employees to serve a probationary period of one year.

SECTION 5. OVERTIME.

Overtime pay at 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 2 A thru F.

SECTION 6. WORK WEEK.

The regular work week shall consist of five (5) 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 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 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 \$3,000.00 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 (20) years of uninterrupted service and annually thereafter.



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COLUMBUS BLANK BOOK CO., COL., O.

Form No. 2806-A

Ordinance No. 6-71 continued Passed 19

PASSED this 21st day of January, 1971.

/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 Ordinance No. 6-71, passed by the Council of the City of Centerville, Ohio, on the 21st day of January, 1971.

/s/ Marilyn J. McLaughlin
Clerk

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

Department of Law
Robert N. Farquhar
Municipal Attorney