

Ordinance No. 2-70

Passed 19th day of January, 1970

ORDINANCE NO. 2-70

AN ORDINANCE FOR A TABLE OF ORGANIZATION, PERSONNEL CLASSIFICATIONS, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO, AND REPEALING ORDINANCE NUMBERS 3-68, 5-68, 8-68, 12-68, 24-68 AND 11-69 AND ANY OTHER PRIOR ORDINANCES IN CONFLICT HEREWITH.

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	[7B]	<u>8A</u>
1	Clerk-Typist <u>II</u>	[5B]	<u>6A</u>
B. Department of Public Safety - Division of Police			
Number Authorized	Title	Pay Grade	
1	Chief of Police		
[3] <u>2</u>	Police Sergeants I	[14-15]	<u>15D</u>
[10] <u>9</u>	Police Patrolmen <u>I, II</u>		<u>12-13</u>
<u>3</u>	Police Patrolmen <u>III</u>		<u>14</u>
<u>4</u>	Police Dispatchers	[5-6]	<u>6-7</u>
1	Clerk-Typist	[6]	<u>7A</u>
<u>1</u>	<u>Animal Warden</u>		<u>3-4</u>
C. Department of Public Service - Division of Streets			
Number Authorized	Title	Pay Grade	
1	Street Superintendent		
1	Street Foreman	[10A]	<u>10C</u>
2	Utility Man	[7C]	<u>9A</u>
	Part Time Laborer		<u>4-5</u>
<u>1</u>	<u>City Engineer</u>		
<u>1</u>	<u>Recreation Supervisor</u>		
D. Development Department - Building Division			
Number Authorized	Title	Pay Grade	
<u>1</u>	<u>Chief Building Official</u>		
	<u>Electrical Inspector</u>		<u>3-4</u>
	(Part-Time)		
<u>1</u>	<u>Deputy Chief</u>		
	<u>Building Official</u>		
	<u>Electrical Inspector</u>		<u>3-4</u>
	(Part-Time)		
1	Building Inspector	[12]	<u>14</u>
[1]	[Clerk-Typist I]	[4]	

SECTION 2. PAY GRADES

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

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
2	Year	3,000.00	3,125.00	3,250.00	3,375.00	3,500.00
3	Year	3,500.00	3,625.00	3,750.00	3,875.00	4,000.00

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Step Rates (cont.)

4	Year	4,000.00	4,125.00	4,250.00	4,375.00	4,500.00
5	Year	4,500.00	4,625.00	4,750.00	4,875.00	5,000.00
6	Year	5,000.00	5,125.00	5,250.00	5,375.00	5,500.00
7	Year	5,500.00	5,625.00	5,750.00	5,875.00	6,000.00
8	Year	6,000.00	6,125.00	6,250.00	6,375.00	6,500.00
9	Year	6,500.00	6,625.00	6,750.00	6,875.00	7,000.00
10	Year	7,000.00	7,125.00	7,250.00	7,375.00	7,500.00
11	Year	7,500.00	7,625.00	7,750.00	7,875.00	8,000.00
12	Year	8,000.00	8,125.00	8,250.00	8,375.00	8,500.00
13	Year	8,500.00	8,625.00	8,750.00	8,875.00	9,000.00
14	Year	9,000.00	9,125.00	9,250.00	9,375.00	9,500.00
15	Year	9,500.00	9,625.00	9,750.00	9,875.00	10,000.00
16	Year	10,000.00	10,125.00	10,250.00	10,375.00	10,500.00
17	Year	10,500.00	10,625.00	10,750.00	10,875.00	11,000.00
18	Year	11,000.00	11,125.00	11,250.00	11,375.00	11,500.00
19	Year	11,500.00	11,625.00	11,750.00	11,875.00	12,000.00
20	Year	12,000.00	12,125.00	12,250.00	12,375.00	12,500.00
21	Year	12,500.00	12,625.00	12,750.00	12,875.00	13,000.00

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

- A. City Manager [\$12,500.00 Annually] \$13,250.00 Ann.
- B. Director of Finance 1,800.00 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 [\$12,000.00] \$12,600.00 Ann.
- E. Street Superintendent [\$ 8,600.00] \$ 9,300.00 Ann.
- F. City Engineer - Chief Building Official \$ 9,500.00 Ann.
- G. Recreation Supervisor \$ 4.25 per hr.

SECTION 3. PAY PERIODS

All employees shall be paid semi-monthly.

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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, the members of the Police Department shall attain the next grade upon completion of one (1) year of Service and an additional grade upon completion of each year of satisfactory service thereafter until the maximum pay grade listed opposite their title in Section 1 shall have been achieved.
- 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. Any employee advanced to a higher position through promotion or reclassification must receive an increase in pay.
- f. 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.
- g. 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 [Head] 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

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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 becomes 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) working 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.

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 four (4) days of illness a doctor's certificate shall be presented to the City Manager confirming said illness.

HOSPITAL AND SURGICAL PLAN.

The City of Centerville shall pay 100% of the Hospitalization (Blue Cross [Standard] Comprehensive Plan) and Surgical (Blue Shield [Preferred] Comprehensive Plan), for all full time employees. Such employee 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.

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. All job applicants, prior to being hired must have a complete physical examination by an Ohio Licensed Physician practicing medicine in Montgomery County, Ohio. A copy of results of physical will become a part of the employees permanent file. The cost of physical examination will be assumed by the applicant.

SECTION 9. EFFECTIVE DATE.

The compensation provided for herein shall be retroactive to, and become effective on the first day of January, 1970.

SECTION 10. PAY PERIOD.

The pay period for all employees listed herein shall be from the first (1) to the fifteenth (15), and from the fifteenth (15) to the first (1) of each month.

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SECTION 11. 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.

PASSED this 19th day of January, 1970.

/S/ John A. Davis
Deputy Mayor - City of Centerville, Ohio

ATTEST:

/S/ Marilyn J. McLaughlin
Clerk of Council
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. 2-70, passed by the Council of the City of Centerville, Ohio, on the 19th day of January, 1970.

/S/ Marilyn J. McLaughlin
Clerk