

**NOTICE OF ADOPTION**

I, Teri Davis, do hereby certify:

1. That I am the Clerk of Council of the Council of the City of Centerville, Ohio;  
and
2. That on the 8th day of June, 2020,  
Ordinance No. 12-20 was adopted by the Centerville City Council; and
3. That a certified copy of Ordinance No. 12-20 was published in the  
posting locations prescribed by City of Centerville Council Rules.

  
\_\_\_\_\_  
Clerk of Council

ORDINANCE NO. 12-20

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Bill Serr ON THE 8<sup>th</sup> DAY  
OF June, 2020.

AN ORDINANCE TO REPEAL ORDINANCES NUMBER 29-19 and 30-19 IN THEIR ENTIRETY AND TO ESTABLISH CLASS TITLES, PAY RANGES, GRADES, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE CITY OF CENTERVILLE, OHIO.

WHEREAS, the City of Centerville employs and retains people qualified to provide necessary governmental services for its citizens; and

WHEREAS, all relationships with employees shall be based on the principles of fairness, impartiality, honesty and respect among all persons; and

WHEREAS, Ordinances 29-19 and 30-19 adopted by the City on December 16, 2019, established class titles, pay ranges, grades, rates of pay, and regulations for the employees of the City of Centerville; and

WHEREAS, it is intended to repeal Ordinances 29-19 and 30-19 in their entirety and to replace the same with the updated class titles, pay ranges, rates of pay, and regulations for the employees of the City of Centerville, which is in the best interests of the City.

Now therefore, the Municipality of Centerville hereby ordains,

Section 1. Ordinances 29-19 and 30-19 are hereby repealed in their entirety and replaced as follows.

Section 2. Class Titles, Job Titles, Pay Ranges and Grades

The listings on Attachments A and B of employee class titles and pay grade designations are hereby authorized and established, having gone into effect.

Section 3. General Wage Adjustment, Compensation Plan

- A. City Council has determined that the General Wage Adjustment for 2020 shall be 2.5% ("General Wage Adjustment") as set forth in Attachments A and B, unless otherwise stated.
- B. The City's compensation plan for the positions covered in the ordinance as set forth in Attachments A and B, is as follows, unless otherwise stated:
  - 1) Merit increase upon successful evaluation resulting in successful completion of probationary period;
  - 2) Merit increase upon successful evaluation and employee is not at the top of the pay range;
  - 3) Merit payment for Class II employees upon successful evaluation when at the top of the pay range, not to exceed 3% of annual salary;
  - 4) Longevity payment (excluding Council-appointed employees) upon successful evaluation when at the top of the pay range and with six and one-half (6 ½) or more years of full-time service with the City of Centerville based on the following criteria:

<u>Years of Service</u>	<u>Amount</u>
after 6.5 years but less than 10 years	\$330
after 10 years but less than 15 years	\$400
after 15 years but less than 20 years	\$460
after 20+ years	\$530

Section 4. Health Insurance Rebate

Qualifying full-time employees electing not to participate in the City's health insurance plan shall be paid an annual amount of 15% of the total family health insurance premium.

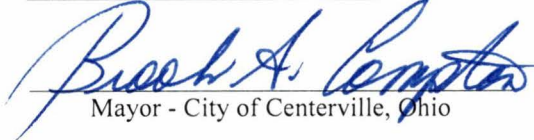
Section 5. Supplemental Retirement Plan

City Council hereby establishes a supplemental retirement plan as follows:

Upon retirement (including disability retirement) qualifying employees shall be permitted to cash in the accrued but unused sick leave for a cash payment in the amount of \$470 for each year of service, or a portion of this amount rounded up to the nearest quarter of a year.

Section 6. This Ordinance shall take effect at the earliest date allowed by law.

PASSED this 8<sup>th</sup> day of June, 2020.

  
 Mayor - City of Centerville, Ohio

ATTEST:

  
 Clerk of 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 Number 12-20 passed by the Council of the City of Centerville, Ohio, on the 8<sup>th</sup> day of June, 2020.

  
 Clerk of Council

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

Department of Law  
 Scott Liberman  
 Municipal Attorney

Attachment A

A. Council Appointed Class I

Each employee listed in Class I shall be paid the salary specified below. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall be evaluated annually and will be eligible to receive a merit payment based upon performance.

<u>Title</u>	<u>Salary/Pay Range</u>
Clerk of Council	\$57,400 - \$71,750
City Manager	See Contract
Assistant to the Clerk of Council	\$21.43 – \$31.16

B. Manager Appointed Class II

All employees in Class II shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment.

<u>Title</u>	<u>Pay Range</u>
Assistant City Manager	\$108,479 – \$142,181
Chief of Police	\$104,864 – \$138,148
Public Works Director aka Director of Service	\$104,864 – \$138,148
Finance Director aka Director of Finance	\$93,490 – \$123,847
Captain	\$93,490 – \$123,847
City Engineer	\$80,363 – \$120,744
Information Technology Director	\$80,363 – \$120,744
Human Resources Director aka Personnel Officer	\$75,608 – \$111,191
Development Director aka Director of Development	\$83,677– \$122,963
City Planner	\$75,608 – \$111,191
Economic Development Administrator	\$72,763 – \$106,925
Communications Director	\$64,777– \$102,448
Public Works Operations Manager	\$69,999 – \$103,711
Chief Building Official	\$61,999 – \$97,432
Assistant City Engineer	\$64,777– \$96,298
Assistant Finance Director aka Assistant Director of Finance	\$63,391– \$93,916
Superintendent of Taxation	\$63,391– \$93,916
Public Works Supervisor	\$61,436 – \$91,184
Assistant City Planner	\$61,497– \$83,013
Staff Engineer	\$61,497 – \$74,683
Benham's Grove Administrator	\$42,478 – \$62,625

C. Year-Round Employees Class III

All employees in Class III shall be paid within the designated pay range. Ranges reflect the General Wage Adjustment. Each employee shall receive an annual evaluation and will be eligible for a merit increase once per year, based upon the attached pay range.

<u>Title</u>	<u>Pay Range</u>
Certified Inspector	\$28.85 - \$41.97
Zoning/Code Enforcement Inspector/Code Official	\$28.16 - \$40.94
Engineering Aide/Public Works Inspector	\$26.77 - \$38.00
GIS Analyst	\$24.87 - \$36.14
Mechanic	\$24.28 - \$35.31
Group Leader	\$23.68 - \$34.42
Executive Assistant aka Secretary to the Manager	\$22.54 - \$32.74
Human Resources Analyst	\$22.54 - \$32.74

Assistant Superintendent of Taxation	\$21.98 - \$31.95
Equipment Operator	\$21.43 - \$31.16
Administrative Assistant aka Secretary	\$21.43 - \$31.16
Finance Clerk	\$20.40 - \$29.65
Community Resources Coordinator	\$20.40 - \$29.65
Mechanic Assistant	\$19.91 - \$28.94
Maintenance Worker/Equipment Operator (Entry)	\$19.91 - \$28.94
Police Records Specialist	\$19.43 - \$28.25
Building Attendant	\$14.80 - \$21.51
Laborer	\$14.80 - \$21.51

D. Specialty Pay

1. Public Works Maintenance Workers, Equipment Operators or Group Leaders may perform specialty assignments requiring arborist certification or experience in skilled trades when authorized by the Public Works Director. Certified arborists or skilled trade experienced employees will be paid an additional \$1.89 per hour, provided the employee maintains proper/current certification.
2. Certified Inspectors within the Building Inspection Department who hold one certification will be paid according to the pay range identified in Attachment A Section C. For each additional certification, the employee will be paid an additional \$.50 per hour not to exceed an additional \$1.50 per hour.

E. Police Employees Class IV

All employees in Class IV shall be paid within the designated pay range below. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall receive, at a minimum, an annual evaluation and will be eligible for a merit increase once per year, based upon the range below.

<u>Title</u>	<u>Range</u>
Police Lieutenant	\$40.53 - \$54.28
Probationary Police Officer	\$29.88 - \$42.07
Staff Services Coordinator	\$29.88 - \$42.07
Records/Communications Supervisor	\$25.42 - \$35.73
Records/Communications Specialist	\$22.43 - \$31.58

1. Police officers and communications employees listed above who work second or third shift shall be paid a shift differential of \$.60 per hour for those hours actually worked.
2. Lieutenants shall receive an educational incentive in the amount of \$200 for an Associate's degree, \$400 for a Bachelor's degree, and \$500 for a Master's degree. This educational incentive will also be paid to records/communications personnel hired prior to January 1, 2005. Payment shall be on an annual basis in December of each year.

F. Class V\*

\*There is no Class V.

G. Part-time Employees Class VI

All employees in Class VI will be paid within the designated range. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall receive, at a minimum, an annual evaluation and will be eligible for a merit increase once per year, based upon the scale below.

<u>Title</u>	<u>Pay Range</u>
Police Cadet	\$12.30 – \$16.40
Event Coordinator	\$12.30 – \$16.40
Code Enforcement Officer/Code Official	\$11.28 – \$15.38
Events Host	\$10.25 – \$14.35
Laborer	\$10.25 – \$14.35
Office Clerk/Receptionist	\$10.25 – \$14.35

H. Intermittent, Seasonal or Temporary Employees Class VII

All employees in Class VII will be paid within the designated range. Ranges and individual wages reflect the General Wage Adjustment. Each employee shall be evaluated as appropriate, and may receive a merit increase as appropriate. Employees in Class VII shall not be eligible for benefits.

<u>Title</u>	<u>Pay Range</u>
Public Works Auxiliary Maintenance Worker	\$12.30 - \$18.45
Office Clerk/Receptionist	\$10.25 – \$14.35
Intern	\$10.25 – \$14.35
Events Host	\$10.25 – \$14.35
Stage Manager	\$10.25 – \$14.35
Laborer	\$10.25 – \$14.35

Attachment B

A. Manager Appointed Class I

All employees in Class I shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

<u>Title</u>	<u>Pay Range</u>
Head Golf Professional	\$60,475 - \$84,050
Director of Food Service/Executive Chef	\$56,375 - \$79,950
Golf Maintenance Superintendent	\$56,375 - \$79,950
Yankee Trace Administrator	\$11,275 - \$16,810

Yankee Trace Administrator shall be an additional Title that may be designated only to the Head Golf Professional, Director of Food Service/Executive Chef, or Golf Maintenance Superintendent. Such individual to whom the Title of Yankee Trace Administrator is designated shall be eligible to receive compensation within the range designated above for Yankee Trace Administrator, not to exceed twenty (20) percent of the individual's current salary.

B. Regular Full-time Employees Class II\*

\*There are currently no Class II titles.

All employees in Class II shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager. Employees in Class II are subject to benefits agreed upon by the City Manager. These benefits will be no less than the benefits offered to Class III employees.

C. Year-Round Yankee Trace Employees Class III

All employees in Class III shall be paid within the designated pay range. Ranges and individual wages reflect the General Wage Adjustment. Employees in Class III are subject to benefits agreed upon by the City Manager. The salaries of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

<u>Title</u>	<u>Pay Range</u>
Assistant Director of Food Service	\$38,950 - \$56,375
Executive Chef	\$35,875 - \$56,375
Assistant Golf Maintenance Superintendent	\$35,875 - \$54,325
Yankee Trace Mechanic	\$30,750 - \$49,200
First Assistant Golf Pro	\$28,700 - \$41,000
Sous Chef	\$22,550 - \$38,950
Dining Room/Banquet Supervisor	\$28,700 - \$36,900
Second Assistant Golf Pro	\$25,625 - \$36,900
Office Manager	\$22,550 - \$35,875
Golf Course Technician	\$22,550 - \$31,775
Assistant Yankee Trace Administrator	\$3,383 - \$8,456

Assistant Yankee Trace Administrator shall be an additional Title that may be designated to any Class III employee. Such individual to whom the Title of Assistant Yankee Trace Administrator is designated shall be eligible to receive compensation within the range designated above for Assistant Yankee Trace Administrator, not to exceed twenty (20) percent of the individual's current salary.

D. Part-Time Yankee Trace Employees Class IV

All employees in Class IV shall be paid within the designated pay range. Ranges and individual wages will not be affected by the general wage adjustment. Employees in Class IV are subject to benefits agreed upon by the City Manager. The pay of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

<u>Title</u>	<u>Pay Range</u>
Banquet Captain	\$13.00 - \$16.00
Swing Cook	\$11.00 - \$15.00
Building Attendant	\$9.00 - \$14.00
Banquet Server	\$9.00 - \$13.50
Assistant Golf Professional	\$9.00 - \$13.00
Outside Services Supervisor	\$8.70 - \$12.00
Golf Shop Attendant	\$9.00 - \$12.00
Groundskeeper	\$9.00 - \$12.00
Banquet Setup	\$8.70 - \$11.50
Beverage Cart Attendant	\$4.35 - \$10.00
Bartender	\$8.70 - \$10.00
Dishwasher	\$8.70 - \$9.75
Host	\$8.70 - \$9.25
Restaurant Captain	\$5.00 - \$9.00
Restaurant Server	\$4.35 - \$8.15

The above listed employees may also be eligible to receive a portion of tips and gratuities collected in accordance with guidelines developed and administered by the Director of Food Service, Head Golf Professional, or Yankee Trace Administrator, and approved by the Finance Director.

E. Seasonal Yankee Trace Employees Class V

All employees in Class V will be paid within the designated pay range. Ranges and individual wages will not be affected by the general wage adjustment. Employees in Class V shall not be eligible for any benefits. The pay of certain positions below may also be subject to incentive plans or fee schedules as designed by the City Manager.

<u>Title</u>	<u>Pay Range</u>
Swing Cook	\$11.00 - \$15.00
Banquet Server	\$9.00 - \$13.50
Assistant Golf Professional	\$9.00 - \$13.00
Golf Shop Attendant	\$9.00 - \$12.00
Groundskeeper	\$9.00 - \$12.00
Banquet Setup	\$8.70 - \$11.50
Bartender	\$8.70 - \$10.00
Outside Services Supervisor	\$8.70 - \$10.00
Beverage Cart Attendant	\$4.35 - \$10.00
Dishwasher	\$8.70 - \$9.75
Host	\$8.70 - \$9.25
Outside Services	\$8.70 - \$9.25
Restaurant Server	\$4.35 - \$8.15

The above listed employees may also be eligible to receive a portion of tips and gratuities collected in accordance with guidelines developed and administered by the Director of Food Service, Head Golf Professional, or Yankee Trace Administrator, and approved by the Finance Director.