

ORDINANCE NUMBER 3-68

AN ORDINANCE PROVIDING FOR A TABLE OF ORGANIZATION, PERSONNEL CLASSIFICATIONS, RATES OF PAY, AND REGULATIONS FOR EMPLOYEES OF THE VILLAGE OF CENTERVILLE, OHIO, AND REPEALING ORDINANCE NUMBERS 2-66, 6-66, 10-66, 2-67, 5-67, 7-67 AND ANY OTHER PRIOR ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF CENTERVILLE, OHIO, that:

SECTION 1. TABLE OF ORGANIZATION

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

A. ADMINISTRATIVE DEPARTMENT - Administrator		
<u>N. Auth.</u>	<u>Title</u>	<u>Pay Grade</u>
1	Mayor's Secretary	19C
1	Clerk-Typist	7A
B. DEPARTMENT OF PUBLIC SAFETY - Division of Police		
<u>N. Auth.</u>	<u>Title</u>	<u>Pay Grade</u>
1	Chief of Police	
	Captain	58
3	Sergeants	57
10	Patrolmen	56
4	Dispatchers	11
	Part Time Dispatchers	
	Part Time Patrolmen	
	Adult School Crossing Guards	
1	Clerk-Typist	18
C. DEPARTMENT OF PUBLIC SERVICE - Division of Streets		
<u>N. Auth.</u>	<u>Title</u>	<u>Pay Grade</u>
1	Street Superintendent	
	Street Foreman	
1	Equipment Operator	25B
	Truck Driver	
1	Utility Man	21A
	Part Time Laborer	11A
	Seasonal Laborer	

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	F
1	Hour	1.50	1.55	1.60	1.65	1.70	1.75
	Week	60.00	62.00	64.00	66.00	68.00	70.00
	Year	3,120.00	3,224.00	3,328.00	3,432.00	3,536.00	3,640.00
2	Hour	1.55	1.60	1.65	1.70	1.75	1.80
	Week	62.00	64.00	66.00	68.00	70.00	72.00
	Year	3,224.00	3,328.00	3,432.00	3,536.00	3,640.00	3,744.00
3	Hour	1.60	1.65	1.70	1.75	1.80	1.85
	Week	64.00	66.00	68.00	70.00	72.00	74.00
	Year	3,328.00	3,432.00	3,536.00	3,640.00	3,744.00	3,848.00
4	Hour	1.65	1.70	1.75	1.80	1.85	1.90
	Week	66.00	68.00	70.00	72.00	74.00	76.00
	Year	3,432.00	3,536.00	3,640.00	3,744.00	3,848.00	3,952.00

5	Hour	1.70	1.75	1.80	1.85	1.90	1.95
	Week	68.00	70.00	72.00	74.00	76.00	78.00
	Year	3,536.00	3,640.00	3,744.00	3,848.00	3,952.00	4,056.00
6	Hour	1.75	1.80	1.85	1.90	1.95	2.00
	Week	70.00	72.00	74.00	76.00	78.00	80.00
	Year	3,640.00	3,744.00	3,848.00	3,952.00	4,056.00	4,160.00
7	Hour	1.80	1.85	1.90	1.95	2.00	2.05
	Week	72.00	74.00	76.00	78.00	80.00	82.00
	Year	3,744.00	3,848.00	3,952.00	4,056.00	4,160.00	4,264.00
8	Hour	1.85	1.90	1.95	2.00	2.05	2.10
	Week	74.00	76.00	78.00	80.00	82.00	84.00
	Year	3,848.00	3,952.00	4,056.00	4,160.00	4,264.00	4,368.00
9	Hour	1.90	1.95	2.00	2.05	2.10	2.15
	Week	76.00	78.00	80.00	82.00	84.00	86.00
	Year	3,952.00	4,056.00	4,160.00	4,264.00	4,368.00	4,472.00
10	Hour	1.95	2.00	2.05	2.10	2.15	2.20
	Week	78.00	80.00	82.00	84.00	86.00	88.00
	Year	4,056.00	4,160.00	4,264.00	4,368.00	4,472.00	4,576.00
11	Hour	2.00	2.05	2.10	2.15	2.20	2.25
	Week	80.00	82.00	84.00	86.00	88.00	90.00
	Year	4,160.00	4,264.00	4,368.00	4,472.00	4,576.00	4,680.00
12	Hour	2.05	2.10	2.15	2.20	2.25	2.30
	Week	82.00	84.00	86.00	88.00	90.00	92.00
	Year	4,264.00	4,368.00	4,472.00	4,576.00	4,680.00	4,784.00
13	Hour	2.10	2.15	2.20	2.25	2.30	2.35
	Week	84.00	86.00	88.00	90.00	92.00	94.00
	Year	4,368.00	4,472.00	4,576.00	4,680.00	4,784.00	4,888.00
14	Hour	2.15	2.20	2.25	2.30	2.35	2.40
	Week	86.00	88.00	90.00	92.00	94.00	96.00
	Year	4,472.00	4,576.00	4,680.00	4,784.00	4,888.00	4,992.00
15	Hour	2.20	2.25	2.30	2.35	2.40	2.45
	Week	88.00	90.00	92.00	94.00	96.00	98.00
	Year	4,576.00	4,680.00	4,784.00	4,888.00	4,992.00	5,096.00
16	Hour	2.25	2.30	2.35	2.40	2.45	2.50
	Week	90.00	92.00	94.00	96.00	98.00	100.00
	Year	4,680.00	4,784.00	4,888.00	4,992.00	5,096.00	5,200.00
17	Hour	2.30	2.35	2.40	2.45	2.50	2.55
	Week	92.00	94.00	96.00	98.00	100.00	102.00
	Year	4,784.00	4,888.00	4,992.00	5,096.00	5,200.00	5,304.00
18	Hour	2.35	2.40	2.45	2.50	2.55	2.60
	Week	94.00	96.00	98.00	100.00	102.00	104.00
	Year	4,888.00	4,992.00	5,096.00	5,200.00	5,304.00	5,408.00
19	Hour	2.40	2.45	2.50	2.55	2.60	2.65
	Week	96.00	98.00	100.00	102.00	104.00	106.00
	Year	4,992.00	5,096.00	5,200.00	5,304.00	5,408.00	5,512.00
20	Hour	2.45	2.50	2.55	2.60	2.65	2.70
	Week	98.00	100.00	102.00	104.00	106.00	108.00
	Year	5,096.00	5,200.00	5,304.00	5,408.00	5,512.00	5,616.00
21	Hour	2.50	2.55	2.60	2.65	2.70	2.75
	Week	100.00	102.00	104.00	106.00	108.00	110.00
	Year	5,200.00	5,304.00	5,408.00	5,512.00	5,616.00	5,720.00
22	Hour	2.55	2.60	2.65	2.70	2.75	2.80
	Week	102.00	104.00	106.00	108.00	110.00	112.00
	Year	5,304.00	5,408.00	5,512.00	5,616.00	5,720.00	5,824.00

23	Hour	2.60	2.65	2.70	2.75	2.80	2.85
	Week	104.00	106.00	108.00	110.00	112.00	114.00
	Year	5,408.00	5,512.00	5,616.00	5,720.00	5,824.00	5,928.00
24	Hour	2.65	2.70	2.75	2.80	2.85	2.90
	Week	106.00	108.00	110.00	112.00	114.00	116.00
	Year	5,512.00	5,616.00	5,720.00	5,824.00	5,928.00	6,032.00
25	Hour	2.70	2.75	2.80	2.85	2.90	2.95
	Week	108.00	110.00	112.00	114.00	116.00	118.00
	Year	5,616.00	5,720.00	5,824.00	5,928.00	6,032.00	6,136.00
26	Hour	2.75	2.80	2.85	2.90	2.95	3.00
	Week	110.00	112.00	114.00	116.00	118.00	120.00
	Year	5,720.00	5,824.00	5,928.00	6,032.00	6,136.00	6,240.00
27	Hour	2.80	2.85	2.90	2.95	3.00	3.05
	Week	112.00	114.00	116.00	118.00	120.00	122.00
	Year	5,824.00	5,928.00	6,032.00	6,136.00	6,240.00	6,344.00
28	Hour	2.85	2.90	2.95	3.00	3.05	3.10
	Week	114.00	116.00	118.00	120.00	122.00	124.00
	Year	5,928.00	6,032.00	6,136.00	6,240.00	6,344.00	6,448.00
29	Hour	2.90	2.95	3.00	3.05	3.10	3.15
	Week	116.00	118.00	120.00	122.00	124.00	126.00
	Year	6,032.00	6,136.00	6,240.00	6,344.00	6,448.00	6,552.00
30	Hour	2.95	3.00	3.05	3.10	3.15	3.20
	Week	118.00	120.00	122.00	124.00	126.00	128.00
	Year	6,136.00	6,240.00	6,344.00	6,448.00	6,552.00	6,656.00
31	Hour	3.00	3.05	3.10	3.15	3.20	3.25
	Week	120.00	122.00	124.00	126.00	128.00	130.00
	Year	6,240.00	6,344.00	6,448.00	6,552.00	6,656.00	6,760.00
32	Hour	3.05	3.10	3.15	3.20	3.25	3.30
	Week	122.00	124.00	126.00	128.00	130.00	132.00
	Year	6,344.00	6,448.00	6,552.00	6,656.00	6,760.00	6,864.00
33	Hour	3.10	3.15	3.20	3.25	3.30	3.35
	Week	124.00	126.00	128.00	130.00	132.00	134.00
	Year	6,448.00	6,552.00	6,656.00	6,760.00	6,864.00	6,968.00
34	Hour	3.15	3.20	3.25	3.30	3.35	3.40
	Week	126.00	128.00	130.00	132.00	134.00	136.00
	Year	6,552.00	6,656.00	6,760.00	6,864.00	6,968.00	7,072.00
35	Hour	3.20	3.25	3.30	3.35	3.40	3.45
	Week	128.00	130.00	132.00	134.00	136.00	138.00
	Year	6,656.00	6,760.00	6,864.00	6,968.00	7,072.00	7,176.00
36	Hour	3.25	3.30	3.35	3.40	3.45	3.50
	Week	130.00	132.00	134.00	136.00	138.00	140.00
	Year	6,760.00	6,864.00	6,968.00	7,072.00	7,176.00	7,280.00
37	Hour	3.30	3.35	3.40	3.45	3.50	3.55
	Week	132.00	134.00	136.00	138.00	140.00	142.00
	Year	6,864.00	6,968.00	7,072.00	7,176.00	7,280.00	7,384.00
38	Hour	3.35	3.40	3.45	3.50	3.55	3.60
	Week	134.00	136.00	138.00	140.00	142.00	144.00
	Year	6,968.00	7,072.00	7,176.00	7,280.00	7,384.00	7,488.00
39	Hour	3.40	3.45	3.50	3.55	3.60	3.65
	Week	136.00	138.00	140.00	142.00	144.00	146.00
	Year	7,072.00	7,176.00	7,280.00	7,384.00	7,488.00	7,592.00
40	Hour	3.45	3.50	3.55	3.60	3.65	3.70
	Week	138.00	140.00	142.00	144.00	146.00	148.00
	Year	7,176.00	7,280.00	7,384.00	7,488.00	7,592.00	7,696.00

41	Hour	3.50	3.55	3.60	3.65	3.70	3.75
	Week	140.00	142.00	144.00	146.00	148.00	150.00
	Year	7,280.00	7,384.00	7,488.00	7,592.00	7,696.00	7,800.00
42	Hour	3.55	3.60	3.65	3.70	3.75	3.80
	Week	142.00	144.00	146.00	148.00	150.00	152.00
	Year	7,384.00	7,488.00	7,592.00	7,696.00	7,800.00	7,904.00
43	Hour	3.60	3.65	3.70	3.75	3.80	3.85
	Week	144.00	146.00	148.00	150.00	152.00	154.00
	Year	7,488.00	7,592.00	7,696.00	7,800.00	7,904.00	8,008.00
44	Hour	3.65	3.70	3.75	3.80	3.85	3.90
	Week	146.00	148.00	150.00	152.00	154.00	156.00
	Year	7,592.00	7,696.00	7,800.00	7,904.00	8,008.00	8,112.00
45	Hour	3.70	3.75	3.80	3.85	3.90	3.95
	Week	148.00	150.00	152.00	154.00	156.00	158.00
	Year	7,696.00	7,800.00	7,904.00	8,008.00	8,112.00	8,216.00
46	Hour	3.75	3.80	3.85	3.90	3.95	4.00
	Week	150.00	152.00	154.00	156.00	158.00	160.00
	Year	7,800.00	7,904.00	8,008.00	8,112.00	8,216.00	8,320.00
47	Hour	3.80]	3.85	3.90	3.95	4.00	4.05
	Week	152.00	154.00	156.00	158.00	160.00	162.00
	Year	7,904.00	8,008.00	8,112.00	8,216.00	8,320.00	8,424.00
48	Hour	3.85	3.90	3.95	4.00	4.05	4.10
	Week	154.00	156.00	158.00	160.00	162.00	164.00
	Year	8,008.00	8,112.00	8,216.00	8,320.00	8,424.00	8,528.00
49	Hour	3.90	3.95	4.00	4.05	4.10]	4.15
	Week	156.00	158.00	160.00	162.00	164.00	166.00
	Year	8,112.00	8,216.00	8,320.00	8,424.00	8,528.00	8,632.00
50	Hour	3.95	4.00	4.05	4.10	4.15	4.20
	Week	158.00	160.00	162.00	164.00	166.00	168.00
	Year	8,216.00	8,320.00	8,424.00	8,528.00	8,632.00	8,736.00
51	Hour	4.00	4.05	4.10	4.15	4.20	4.25
	Week	160.00	162.00	164.00	166.00	168.00	170.00
	Year	8,320.00	8,424.00	8,528.00	8,632.00	8,736.00	8,840.00
52	Hour	4.05	4.10	4.15	4.20	4.25	4.30
	Week	162.00	164.00	166.00	168.00	170.00	172.00
	Year	8,424.00	8,528.00	8,632.00	8,736.00	8,840.00	8,944.00
53	Hour	4.10	4.15	4.20	4.25	4.30	4.35
	Week	164.00	166.00	168.00	170.00	172.00	174.00
	Year	8,528.00	8,632.00	8,736.00	8,840.00	8,944.00	9,048.00
54	Hour	4.15	4.20	4.25	4.30	4.35	4.40
	Week	166.00	168.00	170.00	172.00	174.00	176.00
	Year	8,632.00	8,736.00	8,840.00	8,944.00	9,048.00	9,152.00
55	Hour	4.20	4.25	4.30	4.35	4.40	4.45
	Week	168.00	170.00	172.00	174.00	176.00	178.00
	Year	8,736.00	8,840.00	8,944.00	9,048.00	9,152.00	9,256.00
56	Hour	3.50	3.60	3.75	3.85	3.95	4.05
	Week	140.00	144.00	150.00	154.00	158.00	162.00
	Year	7,280.00	7,488.00	7,800.00	8,008.00	8,216.00	8,424.00
57	Hour	3.95	4.05	4.15	4.30	4.40	4.45
	Week	158.00	162.00	166.00	172.00	176.00	178.00
	Year	8,216.00	8,424.00	8,632.00	8,944.00	9,152.00	9,256.00
58	Hour	4.40	4.55	4.70	4.85	5.00	5.10
	Week	176.00	182.00	188.00	194.00	200.00	204.00
	Year	9,152.00	9,464.00	9,776.00	10,088.10	10,400.00	10,608.00

59	Hour	5.00	5.10	5.25	5.40	5.60	5.80
	Week	200.00	204.00	210.00	216.00	224.00	232.00
	Year	10,400.00	10,608.00	10,920.00	11,232.00	11,648.00	12,064.00

SECTION 3. POSITIONS NOT OTHERWISE LISTED

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

- A. Chief of Police \$11,000.00 Annually
- B. Superintendent of Streets \$ 8,000.00 Annually

SECTION 4. PAY PERIODS

All employees shall be paid semi-monthly.

SECTION 5. 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 Department Head, with the approval of the appropriate Council Committee and Mayor.

b. When a vacancy occurs in any Department, the Department Head with the approval of the appropriate Council Committee and Mayor, 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 Department Head and the appropriate Council Committee and Mayor are bound only by the total authorized positions for the entire department.

c. Step Rate increases may be granted at the discretion of Council, upon recommendation of Department Head, after each six (6) months of satisfactory service.

d. Subject to satisfactory efficiency ratings, the members of the Police Department shall attain Step Rate "B" within their Grade upon completion of six months of service, and an additional step upon completion of each year of satisfactory service thereafter.

e. Any changes in step rate designation except Chief of Police and Superintendent of Street Department shall be made on the anniversary date of employment. A merit step raise may be granted at other periods of time with Council's approval.

f. Any employee advanced to a higher position through promotion or reclassification must receive an increase in pay.

g. Full time employees are all individuals who regularly work a minimum of forty hour 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 Council.

h. All employees hired shall serve a probationary period of six months and be reviewed by appropriate administrator.

SECTION 6. 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 Department Head. Overtime pay shall not apply to employees listed under Section 3 of this Ordinance.

SECTION 7. 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 8. BENEFITSHOLIDAYS

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 of the Village of Centerville, in addition to compensation itemized provided in this Ordinance, for each person requesting coverage, be provided with a term life insurance coverage, in the amount of One Thousand Dollars 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 Village. The Village shall pay the premium for such group contract of life insurance, and the Mayor and Clerk-Treasurer are 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 five (5) working days for one (1) year of uninterrupted service, and ten (10) working days for three (3) years of uninterrupted service, and fifteen (15) working days for ten (10) years of uninterrupted service, and twenty (20) working days for twenty (20) years of uninterrupted service.

b. All employees shall be expected to take the permitted vacation leave each year.

c. All vacation times must be approved by Department Head.

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 Village Clerk in writing at least one week prior to last pay day preceding vacation.

INJURY LEAVE

At the discretion of Council, 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 Village 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 Department Head confirming said illness.

HOSPITAL AND SURGICAL PLAN

The Village of Centerville shall pay 100% of the Hospitalization (Blue Cross-Standard Plan) and Surgical (Blue Shield-Preferred 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 Village. In the event an employee should elect not to subscribe to the plan, the addition 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 9. EMPLOYMENT APPLICATION

a. All persons applying for Village Employment shall complete the standard job application form of the Village. 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 10. EMERGENCY AND CALL DUTY

Off duty Police Officers shall receive compensation at the rate of \$3.50 for each ambulance removal.

SECTION 11. EFFECTIVE DATE

The compensation provided for herein shall be retroactive to, and become effective on the first day of January 1968.

SECTION 12. 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.

SECTION 13. EMERGENCY CLAUSE

This Ordinance is declared to be an emergency measure for the reason that it is necessary for the preservation of the Public Health, Safety and Welfare of the citizens of the Village of Centerville, Ohio that the employees of said Village and its various departments receive an adequate compensation, and that providing a table of organization, personnel classification, and personnel regulations for employees of the Village of Centerville, Ohio, because the Village cannot retain qualified personnel without a complete set of uniform regulations governing the classification, compensation, and advancement of employees, and for that reason, this Ordinance shall become effective from and after the date of its passage, at the earliest period allowed by law.

PASSED this 11th day of January, 1968.

Paul C. Gray
Mayor

ATTEST:

Ronald S. Budzik
Clerk-Treasurer

C E R T I F I C A T E

The undersigned, Village Clerk of the Village of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Ordinance No. 3-68, passed by the Council of said Village on the 11th day of January, 1968.

Ronald S. Budzik
Clerk-Treasurer