

ORDINANCE NO. 5-68

AN ORDINANCE TO AMEND ORDINANCE NO. 3-68 IN ORDER TO CORRECT ADVANCEMENT AND VACATION PROVISIONS FOR EMPLOYEES OF THE VILLAGE OF CENTERVILLE, OHIO, AND DECLARING AN EMERGENCY.

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

Section 1. SECTION 5. EMPLOYMENT AND ADVANCEMENT, of Ordinance No. 3-68, passed January 11, 1968, is hereby amended to read as follows:

- 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 one (1) year 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 2. Existing Section 5. of Ordinance No. 3-68, passed January 11, 1968, is hereby repealed.

Section 3. SECTION 8. BENEFITS, of Ordinance No. 3-68, passed January 11, 1968, is hereby amended to read as follows:

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 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 ten (10) working days for one (1) year 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 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 4. Existing Section 8. of Ordinance No. 3-86, passed January 11, 1968, is hereby repealed.

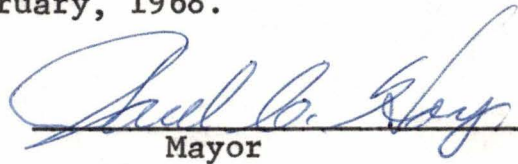
Section 5. Emergency Clause

This ordinance is declared to be an emergency measure for

the reason that it is necessary to provide an accurate and complete schedule of employment benefits 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 5th day of February, 1968.

ATTEST:



Mayor



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. 5-68, passed by the Council of said Village on the 5th day of February, 1968.



Clerk-Treasurer