

**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 21st day of December, 2020,  
Ordinance No. 27-20 was adopted by the Centerville City Council; and
3. That a certified copy of Ordinance No. 27-20 was published in the  
posting locations prescribed by the City of Centerville Council.

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

ORDINANCE NO. 27-20

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Duke Lunsford ON THE 21<sup>st</sup> DAY  
OF December, 2020.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 12-20 IN ITS 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, Ordinance 12-20 adopted by the City on June 8, 2020, 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 Ordinance 12-20 in its 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. Ordinance 12-20 is hereby repealed in its entirety and replaced as follows.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.

Section 3. General Wage Adjustment, Compensation Plan

- A. City Council has determined that the General Wage Adjustment for 2021 shall be 2.75% ("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 Manager Appointed Class I (excluding YT Administrator) and Manager Appointed 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 is hereby declared to be an emergency measure and shall become effective December 21, 2020. An emergency affecting the public welfare is declared to exist by virtue of the immediate need to reorganize the personnel of the City.

PASSED this 21<sup>st</sup> day of December, 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 27-20 passed by the Council of the City of Centerville, Ohio, on the 21<sup>st</sup> day of December 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	\$56,710 - \$73,723
City Manager	See Contract
Assistant to the Clerk of Council	\$24.63– \$32.02

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	\$112,378 – \$146,091
Chief of Police	\$109,190 – \$141,947
Public Works Director aka Director of Service	\$109,190 – \$141,947
Finance Director aka Director of Finance	\$97,887 – \$127,253
Captain	\$97,887 – \$127,253
Development Director aka Director of Development	\$97,887 – \$127,253
City Engineer	\$95,434 – \$124,064
Information Technology Director	\$95,434 – \$124,064
Human Resources Director aka Personnel Officer	\$87,884 – \$114,249
City Planner	\$87,884 – \$114,249
Economic Development Administrator	\$84,512 – \$109,865
Communications Director	\$84,512 – \$109,865
Public Works Operations Manager	\$81,972 – \$106,563
Chief Building Official	\$77,009 – \$100,111
Assistant City Engineer	\$76,112 – \$98,946
Assistant Finance Director aka Assistant Director of Finance	\$74,230 – \$96,499
Superintendent of Taxation	\$74,230 – \$96,499
Public Works Supervisor	\$72,070 – \$93,692
Assistant City Planner	\$65,612 – \$85,296
Enterprise Applications Specialist	\$62,500 – \$81,250
Staff Engineer	\$60,800 – \$79,040
Benham's Grove Administrator	\$49,498 – \$64,347

C. Year-Round 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. 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	\$33.17 – \$43.12
Zoning/Code Enforcement Inspector/Code Official	\$32.36 – \$42.07
Engineering Aide/Public Works Inspector	\$30.03 – \$39.05
Public Works Service Leader	\$29.23 – \$38.00
GIS Analyst	\$28.56 – \$37.13



Mechanic	\$27.91 – \$36.28
Business Operations Coordinator	\$27.66 – \$35.96
Group Leader	\$27.21 – \$35.37
Executive Assistant aka Secretary to the Manager	\$26.92 – \$35.00
Human Resources Analyst	\$25.88 – \$33.64
Assistant Superintendent of Taxation	\$25.25 – \$32.83
Equipment Operator	\$24.63 – \$32.02
Administrative Assistant aka Secretary	\$24.63 – \$32.02
Finance Clerk	\$23.65 – \$30.75
Community Resources Coordinator	\$23.43 – \$30.47
Mechanic Assistant	\$22.87 – \$29.74
Maintenance Worker/Equipment Operator (Entry)	\$22.87 – \$29.74
Police Records Specialist	\$22.33 – \$29.03
Building Attendant	\$17.00 – \$22.10
Laborer	\$17.00 – \$22.10

D. Specialty Pay

1. Public Works Maintenance Workers, Equipment Operators, Service Leaders or Group Leaders that have an arborist or other certification deemed necessary by the Public Works Director will be paid a lump sum of \$500. Payment shall be on an annual basis in December of each year.
2. Public Works Maintenance Workers, Equipment Operators, Service Leaders or Group Leaders may be assigned to another job class or position on a temporary basis as directed by the Public Works Director or designee (“Temporary Assignment”). While performing duties in this temporary assignment employees will receive either a 5% pay increase or be moved to the bottom of the pay class or position to which they are temporarily assigned, whichever is higher.
3. 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	\$42.90 – \$55.77
Staff Services Coordinator	\$33.25 – \$43.23
Probationary Police Officer	\$30.66 – \$43.23
Records/Communications Supervisor	\$28.24 – \$36.71
Records/Communications Specialist	\$24.96 – \$32.45

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	\$12.96 – \$16.85
Event Coordinator	\$12.96 – \$16.85
Code Enforcement Officer/Code Official	\$12.16 – \$15.80
Events Host	\$11.34 – \$14.74
Laborer	\$11.34 – \$14.74
Office Clerk/Receptionist	\$11.34 – \$14.74

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	\$14.58 – \$18.96
Intern	\$13.00 – \$17.00
Office Clerk/Receptionist	\$11.34 – \$14.74
Events Host	\$11.34 – \$14.74
Stage Manager	\$11.34 – \$14.74
Laborer	\$11.34 – \$14.74

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	\$66,432 – \$86,361
Director of Food Service/Executive Chef	\$63,191 – \$82,149
Golf Maintenance Superintendent	\$63,191 – \$82,149
Yankee Trace Administrator	\$13,286 – \$17,272

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>
Executive Chef	\$48,462 – \$63,000
Assistant Director of Food Service	\$44,558 – \$57,925
Assistant Golf Maintenance Superintendent	\$42,938 – \$55,819
Yankee Trace Mechanic	\$38,887 – \$50,553
First Assistant Golf Pro	\$32,406 – \$42,128
Sous Chef	\$30,785 – \$40,021
Dining Room/Banquet Supervisor	\$29,165 – \$37,915
Second Assistant Golf Pro	\$29,165 – \$37,915
Office Manager	\$28,355 – \$36,862
Golf Course Technician	\$25,114 – \$32,649
Third Assistant Golf Pro	\$25,114 – \$32,649
Assistant Yankee Trace Administrator	\$6,683 – \$8,689

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 reflect 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>
Building Attendant	\$14.73 – \$22.10
Banquet Captain	\$12.65 – \$16.44
Swing Cook	\$11.86 – \$15.41
Assistant Golf Professional	\$10.28 – \$13.36
Outside Services Supervisor	\$9.48 – \$12.33
Golf Shop Attendant	\$9.48 – \$12.33
Groundskeeper	\$9.48 – \$12.33
Banquet Server	\$9.25 – \$13.87
Banquet Setup	\$9.09 – \$11.82
Bartender	\$7.90 – \$10.28
Dishwasher	\$7.71 – \$10.02
Host	\$7.31 – \$9.50
Restaurant Captain	\$6.17 – \$9.25
Beverage Cart Attendant	\$5.58 – \$10.28
Restaurant Server	\$5.58 – \$8.37

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 reflect 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	\$11.86 – \$15.41
Assistant Golf Professional	\$10.28 – \$13.36
Golf Shop Attendant	\$9.48 – \$12.33
Groundskeeper	\$9.48 – \$12.33
Outside Services Supervisor	\$9.48 – \$12.33
Banquet Server	\$9.25 – \$13.87
Banquet Setup	\$9.09 – \$11.82
Bartender	\$7.90 – \$10.28
Dishwasher	\$7.71 – \$10.02
Host	\$7.31 – \$9.50
Outside Services	\$7.31 – \$9.50
Beverage Cart Attendant	\$5.58 – \$10.28
Restaurant Server	\$5.58 – \$8.37

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.