

**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 14th day of June, 2021,  
Ordinance No. 06-21 was adopted by the Centerville City Council; and
3. That a certified copy of Ordinance No. 06-21 was published in the  
posting locations prescribed by the City of Centerville Council.

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

ORDINANCE NO. 06-21  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER JoAnne Rau ON THE 14<sup>th</sup> DAY  
OF June, 2021.

AN EMERGENCY ORDINANCE TO REPEAL ORDINANCE NUMBER 27-20 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 27-20 adopted by the City on December 21, 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 27-20 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 Ordinance 27-20 is hereby repealed in its entirety and replaced as follows.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. 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. Cell Phone Stipend

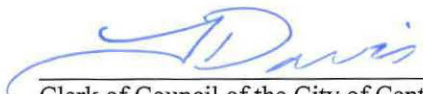
In order to compensate eligible employees for business-related costs incurred when using their individually-owned cell phones the following stipend amounts are set : Eligible full time employees will be compensated \$45.00 per month and eligible part time employees will be compensated \$20.00 per month. Eligibility will be determined by the Department Head, the City Manager or City Council (in the case of Council Appointed Class 1 employees) based on substantial non-compensatory business reasons, such as the need to be able to contact the employee at all times for work-related emergencies and the need to contact the employee outside of the employee's normal work schedule.

Section 7. This Ordinance is hereby declared to be an emergency measure and shall become effective June 14, 2021. 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 14<sup>th</sup> day of June, 2021.

  
\_\_\_\_\_  
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 06-21 passed by the Council of the City of Centerville, Ohio, on the 14<sup>th</sup> day of June 2021.

  
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. The City Manager and Clerk of Council are eligible for the cell phone stipend.

<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	87,884 - 114,249
Communications Director	87,884 - 114,249
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 Application Specialist	62,500 - 81,250
Staff Engineer	60,800 - 79,040
Business Operations Coordinator	57,533 - 74,797
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
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
Business Operations Assistant	22.87 – 29.74
Maintenance Worker/Equipment Operator (Entry)	22.87 – 29.74
Police Records Specialist	22.33 – 29.03
Help Desk Specialist	22.19 – 28.85
Facility 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
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 \$.85 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

The salaries of certain positions below in Sections A-E may also be subject to incentive plans or fee schedules as designed by the City Manager.

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.

<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.

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.

<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
Golf Professional, First Assistant	32,406 - 42,128
Sous Chef	30,785 - 40,021
Dining Room/Banquet Supervisor	29,165 - 37,915
Golf Professional, Second Assistant	29,165 - 37,915
Office Manager	28,355 - 36,862
Golf Professional, Third Assistant	25,114 - 32,649
Assistant Yankee Trace Administrator	6,683 - 8,689
Yankee Trace Mechanic	18.69 - 24.31
Golf Course Technician	13.50 - 18.00
Line Cook	13.50 - 18.00

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.

<u>Title</u>	<u>Pay Range</u>
Facility Attendant	\$14.73 - \$22.10
Banquet Captain	14.00 - 18.00
Line Cook	13.50 - 18.00
Groundskeeper	12.00 - 16.00
Assistant Golf Professional	11.00 - 15.00
Outside Services Supervisor	11.00 - 15.00
Golf Shop Attendant	11.00 - 15.00
Banquet Server	10.00 - 14.00
Banquet Setup	10.00 - 15.00
Bartender	10.00 - 14.00
Dishwasher	10.00 - 14.00
Host	9.00 - 13.00
Restaurant Captain	9.00 - 13.00
Beverage Cart Attendant	6.00 - 11.00
Restaurant Server	6.00 - 11.00

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.

<u>Title</u>	<u>Pay Range</u>
Line Cook	\$13.50 - \$18.00
Intern	13.00 - 17.00
Groundskeeper	12.00 - 16.00
Assistant Golf Professional	11.00 - 15.00
Outside Services Supervisor	11.00 - 15.00
Golf Shop Attendant	11.00 - 15.00
Banquet Server	10.00 - 14.00
Banquet Setup	10.00 - 14.00
Bartender	10.00 - 14.00
Dishwasher	10.00 - 14.00
Outside Services	10.00 - 14.00
Beverage Cart Attendant	6.00 - 11.00
Restaurant Server	6.00 - 11.00

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