

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 3rd day of April, 2023,
Ordinance No. 05-23 was adopted by the Centerville City Council; and
3. That a certified copy of Ordinance No. 05-23 was published in the
posting locations prescribed by the City of Centerville Council.



Clerk of Council

ORDINANCE NO. 05-23
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCIL MEMBER Belinda Kenley ON THE 3rd DAY
OF April, 2023.

AN ORDINANCE TO REPEAL ORDINANCE NUMBER 21-22 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 21-22 adopted by the City on October 17, 2022, established class titles, pay ranges, grades, rates of pay, and regulations for the employees of the City of Centerville; and

WHEREAS, the City desires to remove ambiguities and clarify language regarding performance bonus;

WHEREAS, it is intended to repeal Ordinance 21-22 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 Ordinance 21-22 is hereby repealed in its entirety and replaced as follows.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 2023 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) Performance Bonus for Manager Appointed Class I (excluding YT Administrator) and Manager Appointed Class II employees upon successful evaluation when within 3% of the top of the pay range, any combination of merit increase and performance bonus not to exceed 3% of annual salary;
 - 4) Longevity payment for full-time employees (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 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 shall take effect at the earliest date allowed by law.

PASSED this 3rd day of April, 2023.



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 05-23 passed by the Council of the City of Centerville, Ohio, on the 3rd day of April 2023.



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.

2023 Pay Range		
Title	Minimum	Maximum
City Manager	See Contract	
Clerk of Council	\$78,368	\$101,879
Assistant to the Clerk of Council	\$26.00	\$33.80

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.

2023 Pay Range		
Title	Minimum	Maximum
Assistant City Manager	\$118,643	\$154,236
Chief of Police	\$115,278	\$149,862
Public Works Director (Director of Service)	\$115,278	\$149,862
Finance Director (Director of Finance)	\$115,278	\$149,862
Captain	\$103,345	\$134,348
Development Director (Director of Development)	\$103,345	\$134,348
City Engineer	\$100,755	\$130,982
Information Technology Director	\$100,755	\$130,982
Human Resources Director (Personnel Officer)	\$92,784	\$120,619
City Planner	\$92,784	\$120,619
Economic Development Administrator	\$92,784	\$120,619
Communications Director	\$92,784	\$120,619
Public Works Operations Manager	\$86,542	\$112,505
Chief Building Official	\$81,302	\$105,693
Assistant City Engineer	\$80,356	\$104,463
Assistant Finance Director (Assistant Director of Finance)	\$78,368	\$101,879
Income Tax Administrator	\$78,368	\$101,879
Public Works Supervisor	\$76,089	\$98,915
Assistant City Planner	\$69,270	\$90,052
GIS Administrator	\$67,523	\$87,780
Systems Administrator	\$67,523	\$87,780

Staff Engineer	\$64,190	\$83,447
Business Operations Coordinator	\$60,744	\$78,967
Benham's Grove Administrator	\$52,258	\$67,935

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.

2023 Pay Range

Title	Minimum	Maximum
Certified Inspector	\$35.02	\$45.53
Zoning/Code Enforcement Inspector/ Code Official	\$34.16	\$44.41
Engineering Aide/Public Works Inspector	\$31.71	\$41.22
Public Works Service Leader	\$30.86	\$40.12
Mechanic	\$29.46	\$38.30
Executive Assistant (Secretary to the Manager)	\$28.42	\$36.95
Human Resources Analyst	\$27.32	\$35.52
Assistant Income Tax Administrator	\$26.66	\$34.66
Equipment Operator	\$26.00	\$33.80
Administrative Assistant (Secretary)	\$26.00	\$33.80
Finance Clerk	\$24.97	\$32.46
Community Resources Coordinator	\$24.74	\$32.16
Business Operations Assistant	\$24.15	\$31.39
Equipment Operator (Entry)	\$24.15	\$31.39
Police Records Specialist	\$23.57	\$30.65
Help Desk Specialist	\$23.43	\$30.46
Facility Attendant	\$17.95	\$23.33
Laborer	\$17.95	\$23.33

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.

2023 Pay Range		
Title	Minimum	Maximum
Police Lieutenant	\$46.59	\$60.57
Support Services Coordinator	\$29.20	\$37.96
Records/Communications Supervisor	\$30.30	\$39.40
Records/Communications Specialist	\$26.35	\$34.26

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.

2023 Pay Range

Title	Minimum	Maximum
Police Cadet	\$13.69	\$17.79
Event Coordinator	\$13.69	\$17.79
Event Set-up	\$12.99	\$16.89
Code Enforcement Officer/Code Official	\$12.83	\$16.68
Events Host	\$11.97	\$15.57
Office Clerk/Receptionist	\$11.97	\$15.57

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.

2023 Pay Range

Title	Minimum	Maximum
Public Works Auxiliary Maintenance Worker	\$16.92	\$22.00
Intern	\$13.00	\$17.00
Event Set-up	\$12.99	\$16.89
Stage Manager	\$12.31	\$16.00
Office Clerk/Receptionist	\$11.97	\$15.57
Events Host	\$11.97	\$15.57

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.

2023 Pay Range		
Title	Minimum	Maximum
Head Golf Professional	\$70,136	\$91,177
Director of Food service/Executive Chef	\$66,715	\$86,729
Golf Maintenance Superintendent	\$66,715	\$86,729
Yankee Trace Administrator	\$14,027	\$18,235

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.

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.

2023 Pay Range		
Title	Minimum	Maximum
Executive Chef	\$52,698	\$68,508
Assistant Director of Food Service	\$48,454	\$62,990
Sales and Event Manager	\$48,454	\$62,990

Assistant Golf Maintenance Superintendent	\$46,692	\$60,699
Golf Professional, First Assistant	\$35,239	\$45,811
Sous Chef	\$33,477	\$43,520
Dining Room/Banquet Supervisor	\$31,715	\$41,230
Golf Professional, Second Assistant	\$31,715	\$41,230
Office Manager	\$30,834	\$40,084
Golf Professional, Third Assistant	\$27,310	\$35,503
Assistant Yankee Trace Administrator	\$7,268	\$9,448
Yankee Trace Mechanic	\$20.33	\$26.44
Golf Course Technician	\$15.06	\$19.57
Line Cook	\$15.06	\$19.57

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.

2023 Pay Range

Title	Minimum	Maximum
Facility Attendant	\$17.95	\$23.33
Banquet Captain	\$14.62	\$19.00
Line Cook	\$14.62	\$19.00
Groundskeeper	\$12.99	\$16.89
Assistant Golf Professional	\$12.00	\$15.93
Outside Services Supervisor	\$11.90	\$15.84
Golf Shop Attendant	\$11.90	\$15.84
Restaurant Captain	\$11.45	\$15.41
Bartender	\$11.37	\$14.78
Banquet Setup	\$10.90	\$15.84
Dishwasher	\$10.90	\$14.78
Outside Services	\$10.90	\$14.78
Banquet Server	\$10.70	\$14.78
Host	\$10.10	\$13.72
Beverage Cart Attendant	\$6.75	\$11.61
Restaurant Server	\$6.75	\$11.61

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.

2023 Pay Range		
Title	Minimum	Maximum
Line Cook	\$14.62	\$19.00
Intern	\$13.00	\$17.00
Groundskeeper	\$12.99	\$16.89
Assistant Golf Professional	\$12.00	\$15.93
Outside Services Supervisor	\$11.90	\$15.84
Golf Shop Attendant	\$11.90	\$15.84
Bartender	\$11.37	\$14.78
Banquet Setup	\$10.90	\$15.84
Dishwasher	\$10.90	\$14.78
Outside Services	\$10.90	\$14.78
Banquet Server	\$10.70	\$14.78
Host	\$10.10	\$13.72
Beverage Cart Attendant	\$6.75	\$11.61
Restaurant Server	\$6.75	\$11.61

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.