

ORDINANCE NO. 3-2005

AN ORDINANCE AMENDING ORDINANCE NO. 27-2004 AND PROVIDING PAY GRADE IN THE CLASSIFICATION PLAN AND PAY SCHEDULE FOR EMPLOYEES OF THE CITY OF WASHINGTON COURT HOUSE, OHIO, CREATING AND ABOLISHING CERTAIN POSITIONS AND REPEALING ALL PRIOR ORDINANCES, OR PARTS THEREOF, INCONSISTENT THEREWITH.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WASHINGTON COURT HOUSE, FAYETTE COUNTY, OHIO:

SECTION 1: This section establishes a Table of Organization and Position Classification for the City of Washington Court House, Ohio. The provisions of this section apply to all positions for full-time, part-time, and temporary employees of the City Administration staff and work force as follows:

OFFICE OF THE CITY MANAGER

PAY GRADE

<u>Regular Full-Time Positions</u>	<u>Special Auth.</u> **	<u>Guidelines</u>	<u>Non-Union**</u>
1) <u>Administrative</u>			
*City Manager	X		
*Economic Development Director			11
*Personnel Director			7
Executive Secretary			5
Part-Time Seasonal Laborer (any department)			1
Custodian (any department)		2	
*Intensive Supervision Probation Officer			5
*Computer Systems Manager			11

BOARDS AND COMMISSIONS

Board of Zoning Appeals	\$20.00 per meeting°
City Planning Commission	\$20.00 per meeting°
Historic District Review Board	\$20.00 per meeting°
Secretary to Boards	\$25.00 per meeting night
Secretary/Clerk to City Council	\$.75 - \$1.25 per hour
Civil Service Board	\$20.00 per meeting

PAY GRADE

<u>Regular Full-time Positions</u>	<u>Special Auth.**</u>	<u>Guidelines</u>	<u>Non-Union**</u>
<u>C. DEPARTMENT OF LAW</u>			
<u>Regular Part-Time Positions</u>			
*City Attorney	X (Part-time)		16
<u>D. DEPARTMENT OF BUILDING AND CODE ENFORCEMENT</u>			
1) *Building Inspector			8
Secretary I or II	2-3		2 or 3
Code Enforcement Officer I or II			4 or 5
<u>E. DEPARTMENT OF FINANCE</u>			
1) <u>Administrative</u>			
*Director of Finance			16
*Deputy Director of Finance			7
Clerk/Cashier I or II	2-3		2-3
Income Tax Clerks I or II	4 or 5		
Meter Repair Specialist I or II			4 or 5
<u>F. DEPARTMENT OF SERVICE</u>			
<u>Regular Full-Time Positions</u>			
1) <u>Administrative Division</u>			
* Service Director			16
Administrative Secretary			4
* Engineer			13
* Deputy Director			11
* Facilities Director			11
Electrician	5		
Facilities Maintenance Technician	5		
Facilities Maintenance Assistant	4		
* Construction Foreman			8

PAY GRADE

<u>Regular Full-time Positions</u>	<u>Special Auth.**</u>	<u>Guidelines</u>	<u>Non-Union**</u>
2) <u>Division of Street Maintenance</u>			
*Superintendent of Streets			9
Master Mechanic II		8	
Master Mechanic I		6	
Crew Leader		6	
Maintenance Person II		5	
Maintenance Person I		4	
Laborer I or 11		2-3	
Equipment Operator		6	
3) <u>Sewer Maintenance Division</u>			
*Superintendent of Stormwater /Wastewater Collection System or Unlicensed			7
Class I License			8
Class II License			8
Foreman		7	
Crew Leader		6	
Maintenance Person I or II		4-5	
Laborers I or II		2-3	
4) <u>Recreation Division</u>			
*Pool Manager			7
Managers	X (Contract)		
Life Guards	6.19 – 9.96		
Concession Staff	5.55 – 9.32		
Seasonal Employees	6.73 – 9.70		
Park Managers	5.55 – 9.32		
Adult	10.77 – 14.54		
College	9.41 – 13.07		

PAY GRADE

<u>Regular Full-Time Positions</u>	<u>Special Auth.**</u>	<u>Guidelines</u>	<u>Non-Union**</u>
<u>5) Cemetery Division</u>			
*Cemetery Superintendent			8
Secretary I			2
Laborers I or II		2 or 3	
<u>6) Division of Wastewater Treatment</u>			
*Superintendent of Wastewater (Class III License or Class IV License)			11
*Assistant Superintendent			9
Class III License		7	
Laboratory Technician		6	
Pretreatment Coordinator		6	
Maintenance Person I or II		4 or 5	
Maintenance Technician		6	
Operators (unlicensed, Class I, Class II, Class III)		3-5-6-7	
Laborer I or II		2-3	
<u>7) Division of Water Distribution</u>			
Ohio Water Employees hired before 12-17-93 will fall under the Pay Ordinance of 1-94 even if currently supervised by other City Departments.			
Water Distribution Supervisors			8
Utility Maintenance			
Unlicensed			3
Class I Distribution			5
Class II Distribution			6
<u>8) Division of Water Treatment</u>			
*Superintendent			11
*Water Plant Supervisor			9
Plant Mechanic			6

PAY GRADE

<u>Regular Full-Time Positions</u>	<u>Special Auth.**</u>	<u>Guidelines</u>	<u>Non-Union**</u>
Filter Plant Operators or Relief Plant Operator Maintenance			
Unlicensed			3
Class I Operator License			5
Class II Operator License			6
Class III Operator License			7

Limited laboratory certification - ten cents per hour.

Laboratory analyst - twenty cents per hour.

NOTE: These laboratory certification figures can be additive if both certifications are obtained.

NOTE: Those Water Department employees working overtime shall be paid a shift differential of \$0.35 for every regular hour worked during such shift. Shift differential payments do not apply to overtime hours nor shall it be considered as a part of base pay for overtime calculation.

NOTE: Pay for all positions occupied by former Ohio Water Service Company employees who became City employees on December 16, 1993 shall be handled according to all the benefits and responsibilities of this ordinance and the personnel policies and regulations of the City of Washington Court House. This, however, will be exempted from the hourly rate pay range to which they are properly assigned. Benefits, evaluations and raises, however, will be handled in the same manner as all non-union employees.

NOTE: The grades established in Section "F" will apply to all new employees or transferees after December 16, 1993.

G. DEPARTMENT OF PUBLIC SAFETY

<u>Regular Full-Time Positions</u>	<u>Special Auth**</u>	<u>Union**</u>	<u>Non-Union**</u>
1. <u>Division of Police</u>			
*Chief of Police			14
Lieutenant			11
Sergeant	(Contract)		

<u>Regular Full-Time Positions</u>	<u>Special Auth**</u>	<u>Union**</u>	<u>Non-</u>
<u>Union**</u>			

Patrol Officer	(Contract)
Dispatchers I or II	(Contract)
Secretary-Dispatcher	(Contract)

Part-Time Positions/Intermittent

*Auxiliary Patrol Officers

NOTE:* 18 Auxiliary Patrol Officers are paid at the rate of \$1.00 per year.

2. Division of Fire

*Fire Chief		14
*Assistant Fire Chief		11
*Prevention Chief		11
Captains	(Contract)	
Lieutenants	(Contract)	
Fire Fighters	(Contract)	
Administrative Secretary		4

Part-Time Positions/Intermittent

Volunteer Fire Fighters	X
Auxiliary Service Personnel	X

TABLE OF SPECIAL AUTHORIZATION FOR PAY OF VOLUNTEER FIRE FIGHTERS

	<u>PAY RANGE</u>
FFLA	\$7.25 - \$7.50
FFIB	\$7.50 - \$7.75
FFIC	\$7.75 - \$8.00

After three years of service add \$.25 to each hourly rate above. EMT Certification will add \$.15 to each of the Fire Service categories above.

Auxiliary Service Members \$5.00

MUNICIPAL COURT

Regular Full-Time Positions

*Clerk of Court	8
*Bailiff	7
Chief Deputy Clerk	5
Deputy Clerks I, II, or III	2-3-4
Deputy Bailiff I, II, or III	2-3-4
Clerk/Typist I (Part Time)	1

Regular Part-Time Positions

Judge

*** (Special Authorization)

*** The compensation payable for the position of Municipal Judge of the Washington Court House Municipal court is mandated by State Law.

**These classifications are for existing positions. Should any of these positions enter or leave a union, the union wage scale or non-union wage scale closet to the present range shall become the new pay grade designation without the necessity of reacting this legislation. A job title listed in one department may be used by another department having the same general description and same pay scale without the necessity of reenacting this legislation.

* Salaried Positions

° Limits – One pay per night, limit two meetings per month. Citizen members only.

SECTION 2: This section established a Compensation Plan and Play Schedule for all regular non - bargaining unit employees working for the City of Washington Court House, Ohio excepting those for which there is a separate pay ordinance as follows:

- H - Hourly
- B - Bi-weekly

A – Annually

<u>Pay Range</u>	<u>Minimum</u>	<u>Maximum</u>
1. H	\$6.91	\$11.66
B	\$552.84	\$932.92
A	\$14,373.95	\$24,255.88
2. H	\$ 8.35	\$13.40
B	\$668.13	\$1071.75
A	\$17,371.25	\$27,865.52
3. H	\$ 9.79	\$15.11
B	\$783.41	\$1,208.81
A	\$20,368.56	\$31,429.18
4. H	\$11.23	\$16.83
B	\$898.69	\$1,346.76
A	\$23,365.87	\$35,015.83
5. H	\$12.67	\$ 18.53
B	\$ 1013.97	\$1,482.06
A	\$26,363.17	\$38,533.51
6. H	\$14.13	\$20.25
B	\$1,130.09	\$1,620.01
A	\$29,382.36	\$42,120.16
7. H	\$15.55	\$21.96
B	\$1,243.69	\$1,757.07
A	\$32,335.91	\$45,683.82
8. H	\$ 16.98	\$23.70
B	\$1,358.13	\$1,895.90
A	\$35,311.34	\$49,293.46
9. H	\$ 18.43	\$ 25.39
B	\$1474.25	\$2,031.20
A	\$38,330.52	\$52,811.14

10.	H	\$19.87	\$27.11
	B	\$1,589.53	\$2,169.15
	A	\$41,327.83	\$56,397.79
11.	H	\$ 21.30	\$28.83
	B	\$ 1,703.97	\$2,306.21
	A	\$44,303.26	\$59,961.45
12.	H	\$ 22.74	\$ 30.55
	B	\$1819.25	\$ 2,444.16
	A	\$47,300.56	\$63,548.10
13.	H	\$24.18	\$32.28
	B	\$1,934.53	\$2,582.11
	A	\$50,297.87	\$67,134.76
14.	H	\$25.62	\$33.98
	B	\$2,049.81	\$2,718.29
	A	\$53,295.18	\$70,675.42
15.	H	\$27.07	\$35.71
	B	\$2,165.60	\$2,857.12
	A	\$56,314.36	\$74,285.07
16.	H	\$28.53	\$37.43
	B	\$2,282.06	\$2,994.18
	A	\$59,333.55	\$77,848.73

SECTION 3: The City Manager at time of appointment may place an employee anywhere in the above pay range for his or her classification depending upon qualifications and experience. A Personnel Status Sheet with written explanation must be kept on file in the office of the City Manager for all such employments above the minimum starting rate in the pay range. Nothing shall require the filling of all listed positions, nor prevent a person from holding more than one listed position. The City Manager may improve the level by one step, if appropriate, for an individual functioning in two listed positions.

SECTION 4: Cost of living and merit increases in employee's pay (when approved by Council) shall be determined by a percentage of the employee's current pay. This amount will then be added to the current pay of the employee.

Each year a new pay plan range schedule shall be calculated by adding the accumulating yearly percentage raises to the salaries proposed in the base plan. The new upper range shall increase the total amount of the available increases offered by the Manager and Council. The new lower range shall increase one-half of the total amount

of the available increases offered by the Manager and Council. Unless Council adopts a completely amended new base plan, a revised plan shall be reviewed, recalculated and recreated each five (5) years.

SECTION 5: The pay schedule for all employees shall be on a bi-weekly basis.

SECTION 6: When an employee in the Municipal Service is transferred to a different classification, his salary or wage shall be negotiated at the time of transfer. Subsequent increases may be given on the anniversary date of his or her latest transfer to the position currently held.

SECTION 7: If employment conditions or the urgency of the work requires such action, the City Manager may authorize payment at any rate within or outside the work of a casual or intermittent nature on a project basis. Such casual or intermittent work shall be agreed by the employees in advance.

SECTION 8. Within the pay ranges approved by Council, the City Manager may approve a merit increase based on an annual performance evaluation and/or other job performance criteria. Such increases shall be individual in nature and shall not exceed 3% of the employee's annual salary.

SECTION 9: No classification may be assigned a higher pay range without proper legislative action and approval of the Civil Service Board, when required by law.

SECTION 10: This ordinance, from and after its effective date, shall establish the City of Washington Court House, Ohio, Compensation Plan and Pay Schedule for City employees and all prior ordinances or resolutions pertaining to this subject shall be deemed repealed from and after the effective date of this ordinance.

SECTION 11: The City Manager shall prepare and may amend from time to time specifications descriptive of duties, responsibilities, requirements, and desirable qualifications set forth in this ordinance, may allocate and reallocate any position, office, or employment to the appropriate class among those set forth in this ordinance on the basis of the duties, responsibilities, requirements, and qualifications of such positions, offices, or employments, may assign and reassign employees to the appropriate classifications on the basis of the actual duties being performed, and may require departmental supervisors to furnish the City Manager with such information with respect to personnel actions, including date pertinent to position control, as the City Manager shall notify in writing such employee, his departmental supervisor and the Director of Finance. Reallocations shall be approved by the Civil Service Board or Council as may be required by law.

SECTION 12: The number of employees shall be at the discretion of the City Manager as approved and allocated in the city budget. The number of positions of full time employees may be reduced at any time with the approval of the Council and the Personnel Committee.

SECTION 13: Section 2 of this ordinance shall not apply to: Elected Officials, City Manager, Municipal Court Judge, or employees who have a pay schedule enacted by separate ordinance.

SECTION 14: Employees may work no more than 16 consecutive hours after which they must be off work for a minimum of 8 hours.

SECTION 15: The City shall develop an “on call” policy, including pay for carrying pagers on weekends. The policy shall be reviewed and approved by the Personnel Committee. The “on call” policy shall be considered part of the personnel rules of the City which may be modified as needed in the same manner as all other personnel rules.

SECTION 16: Volunteer Firemen serve as employees paid on a per run basis. The City, however, understands the great danger inherent in their work, and therefore the need for a highly trained staff. It is therefore adopted that mandatory training and attendance is required in order to qualify as a fire fighter in good standing. Volunteers who cannot meet this standard will be dropped from the active duty roster until their activity and training is restored. At a minimum, paid volunteers shall be required to attend 36 hours of annual Department approved continuing training and education and to respond to 33% of called fires. The City Manager is hereby empowered to initiate such policies as may be necessary to implement this standard.

SECTION 17: Effective immediately, the Police Department of the City of Washington Court House shall be, and is hereby established, with the following complement of personnel:

	YEAR
	<u>2004</u>
Chief	1
Lieutenant	1 or 2
Sergeants	4 or 5
Patrol Officer	15 or 19
Dispatchers	5
Secretary-Dispatcher	1
TOTAL:	Not to exceed 25 sworn officers

This staffing level, while established, is for guidance purposes only. The actual number of employees may be greater or fewer as reflected in the needs of the department, vacancy rate, and funding ordinance of Council.

Any previous ordinances pertaining to the complement of the City of Washington Court House Police Department shall be deemed repealed from and after the effective date of this ordinance. This complement shall serve as a guideline for the department, and not a mandatory staffing level.

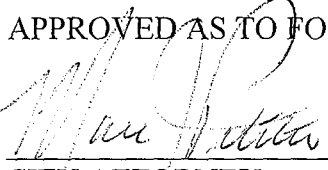
SECTION 18: This ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: March 9, 2005


CHAIRPERSON OF COUNCIL

ATTEST:

CLERK OF COUNCIL

APPROVED AS TO FORM:

CITY ATTORNEY