

**ORDINANCE O-2017-16**

**AN ORDINANCE ELIMINATING THE POSITION OF UTILITIES CLERK SPECIALIST (PART TIME) AND AMENDING THE CURRENT PAY ORDINANCE TO ESTABLISH AND REVISE THE SALARIES AND WAGES OF FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE VILLAGE OF WINDHAM, COUNTY OF PORTAGE AND STATE OF OHIO, REPEALING ALL PRIOR INCONSISTENT ORDINANCES.**

**WHEREAS**, the Village of Windham employs a significant number of full-time and part-time employees within the Village; and

**WHEREAS**, the Village Council wishes to set forth the salaries and wages of the Village of Windham full-time and part-time employees that are in effect as of the first pay following August 24, 2017 unless set forth otherwise below; and

**WHEREAS**, in recent years the Village Utility Department has undergone numerous changes, including a reduction in the number of customers and the installation of a computerized meter reading and billing system all of which have resulted in economies and efficiencies in the billing functions of the Utility Department; and

**WHEREAS**, as a result the need for the position of a Utilities Clerk Specialist (part time) no longer exists; and

**WHEREAS**, as a result the Village Council has determined it is necessary to eliminate the position of Utilities Clerk Specialist (part time).

**NOW THEREFORE BE IT ORDAINED** by the Council of the Village of Windham two thirds or more of the members elected thereto concurring that:

**SECTION 1:** The position of Utilities Clerk Specialist (part time) is hereby abolished.

**SECTION 2:** The current pay ordinance is hereby amended as follows: That the compensation levels of the following employees of the Village of Windham are set as follows effective with passage of this Ordinance and signature of the Mayor or at such other time set forth below:

| <u>POSITION</u>                    | <u>ANNUAL SALARY</u>   |
|------------------------------------|------------------------|
| Police Chief (effective 4/1/17)    | 45,000.00              |
| Village Fiscal Officer             | 30,600.00 to 43,450.00 |
| Village Fiscal Officer In Training | 30,600.00              |
| Village Administrator (part time)  | 6,936.00               |

| <u>POSITION</u>              | <u>MONTHLY SALARY</u> |
|------------------------------|-----------------------|
| Zoning Inspector (part time) | 300.00 to 600.00      |

| <u>POSITION</u>                       | <u>HOURLY COMPENSATION</u> |
|---------------------------------------|----------------------------|
| Police Lieutenant (effective 4/1/17)  | 17.00                      |
| Police Lieutenant (effective 11/1/17) | 17.20                      |
| Police Sergeant (effective 4/1/17)    | 16.00                      |
| Police Sergeant (effective 11/1/17)   | 16.42                      |
| Police Detective (effective 4/1/17)   | 16.00                      |

|  |                           |
|--|---------------------------|
| Full Time Patrolman (effective 11/1/17)                              | 15.90                     |
| Part-time Patrolman (Probation period)                               | Uncompensated             |
| Part-time Patrolman (Probation end to 6 months,<br>effective 4/1/17) | 12.00                     |
| Part-time Patrolman (after 6 months, effective 4/1/17)               | 12.50                     |
| Part-time Patrolman (after 1 year, effective 4/1/17)                 | 13.00                     |
| Part-time Patrolman (after 2 years, effective 4/1/17)                | 13.25                     |
| Safety Clerk (effective 4/1/17)                                      | 12.50                     |
| Temporary Part-time Office Personnel                                 | Ohio Minimum Wage to 9.88 |
| Utilities Clerk  | 9.88 to 14.28             |
| Utilities Clerk (part time)  | 12.00                     |
| Income Tax Administrator   | 9.88 to 14.28             |
| Water Superintendent 1*  | 19.37                     |
| Water Superintendent 2*  | 19.67                     |
| Sewer Superintendent 1*  | 19.37                     |
| Sewer Superintendent 2*  | 19.67                     |
| Specialist – Sewer Superintendent 1*                                 | 22.92                     |
| Specialist – Sewer Superintendent 2*                                 | 23.23                     |
| Water & Sewer Operator 1*  | 15.30                     |
| Water & Sewer Operator 2*  | 15.62                     |
| Water & Sewer Operator in Training (part time)                       | 12.25                     |
| Water & Sewer Operator in Training 1*                                | 13.06                     |
| Water & Sewer Operator in Training (with lab license)                | 14.57                     |
| Water & Sewer Specialist (part time)                                 | 17.50                     |
| Water, Sewer & Street Dept. Laborer                                  | 12.94 to 16.56            |
| Seasonal Part-time laborer (max 4 mos/yr)                            | Ohio Minimum Wage to 9.88 |
| School Crossing Guard (effective 1/1/17)                             | Ohio Minimum Wage         |

\*Note: 1 indicates with one qualified license (see O-2003-30 and O-2003-31)  
2 indicates with two qualified licenses (see O-2003-30 and O-2003-31)

Note: An additional \$0.05 per hour, or the salaried equivalent, shall be paid to any full time employee with an accredited Associates Degree. An additional \$0.10 per hour, or the salaried equivalent, shall be paid to any full time employee with an accredited Bachelors Degree. An additional \$0.15 per hour, or the salaried equivalent, shall be paid to any full time employee with an accredited Masters Degree.

In addition to the hourly rates established a longevity rate for full time employees (see codified ordinance Section 155.07) shall be applied at a rate of \$0.03 per hour per year for hourly employees and \$2.40 per pay period per year for salaried employees. Longevity increases will be paid in the pay period which includes the employee anniversary date. Pay increases based upon length of time in the position will be paid for the entire pay period which includes the anniversary of start time.

longevity calculation

| years of service | additional hourly amount | additional salaried pay amount |
|------------------|--------------------------|--------------------------------|
| 1                | 0.03                     | 2.40                           |
| 2                | 0.06                     | 4.80                           |
| 3                | 0.09                     | 7.20                           |
| 4                | 0.12                     | 9.60                           |
| 5                | 0.15                     | 12.00                          |
| 6                | 0.18                     | 14.40                          |
| 7                | 0.21                     | 16.80                          |

|    |      |       |
|----|------|-------|
| 9  | 0.27 | 21.60 |
| 10 | 0.30 | 24.00 |
| 11 | 0.33 | 26.40 |
| 12 | 0.36 | 28.80 |
| 13 | 0.39 | 31.20 |
| 14 | 0.42 | 33.60 |
| 15 | 0.45 | 36.00 |
| 16 | 0.48 | 38.40 |
| 17 | 0.51 | 40.80 |
| 18 | 0.54 | 43.20 |
| 19 | 0.57 | 45.60 |
| 20 | 0.60 | 48.00 |
| 21 | 0.63 | 50.40 |
| 22 | 0.66 | 52.80 |
| 23 | 0.69 | 55.20 |
| 24 | 0.72 | 57.60 |
| 25 | 0.75 | 60.00 |
| 26 | 0.78 | 62.40 |
| 27 | 0.81 | 64.80 |
| 28 | 0.84 | 67.20 |
| 29 | 0.87 | 69.60 |
| 30 | 0.90 | 72.00 |
| 31 | 0.93 | 74.40 |
| 32 | 0.96 | 76.80 |
| 33 | 0.99 | 79.20 |
| 34 | 1.02 | 81.60 |
| 35 | 1.05 | 84.00 |
| 36 | 1.08 | 86.40 |
| 37 | 1.11 | 88.80 |
| 38 | 1.14 | 91.20 |
| 39 | 1.17 | 93.60 |
| 40 | 1.20 | 96.00 |

**SECTION 3:** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including §121.22 of the Revised Code of the State of Ohio.

Passed on first reading this 25th day of July, 2017

Vote of Council:   Ayes: 6  
                           Nays: 0

ATTEST:

APPROVED:

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

\_\_\_\_\_  
 Mayor, Village of Windham

I, Cheree Taylor, Fiscal Officer of the Village of Windham, Ohio hereby certify that this Ordinance was duly published by public posting at predesignated posting places.

Cheree Taylor, Fiscal Officer, Windham Village

Approved as to Legal Form:

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Solicitor, Thomas Reitz