

ORDINANCE O-2018-28

AN ORDINANCE ADDING THE POSITION OF ADMINISTRATIVE ASSISTANT 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 AND DECLARING AN EMERGENCY.

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 December 14, 2018 Council meeting unless set forth otherwise below; and

WHEREAS, the Village Council has determined the need to add a position, to be known as Administrative Assistant in order to properly staff the Administration Office; and

WHEREAS, the need to establish the Administrative Assistant position is immediate because the Village Council has reorganized the administration office

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 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)	40,000.00 to 50,000.00
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 to 20,000.00

<u>POSITION</u>	<u>MONTHLY SALARY</u>
Zoning Inspector (part time)	300.00 to 600.00
Mayor	990.33
Council President	300.00
Council Member	225.00

<u>POSITION</u>	<u>HOURLY COMPENSATION</u>
Police Lieutenant	15.00 to 25.00
Police Sergeant	14.00 to 20.00
Police Detective	14.00 to 20.00
Full Time Patrolman	14.00 to 19.00
Part-time Patrolman (Probation period)	Uncompensated
Part-time Patrolman (Probation end to 6 months)	12.00
Part-time Patrolman (after 6 months)	12.50
Part-time Patrolman (after 1 year)	13.00
Part-time Patrolman (after 2 years)	13.25 to 14.00
Safety Clerk	9.88 to 14.28
Temporary Part-time Office Personnel	Ohio Minimum Wage to 9.88
General Office Help (part-time)	9.88 to 14.28
Administrative Assistant	15.00 to 20.00
Utilities Clerk	9.88 to 14.28
Utilities Clerk (part time)	9.88 to 14.28
Water Superintendent 1*	18.00 to 28.00
Sewer Superintendent 1*	18.00 to 28.00
Specialist – Sewer Superintendent 1*	22.92
Specialist – Sewer Superintendent 2*	23.23
Water & Sewer Operator (full time) *	14.00 to 24.00
Water & Sewer Operator (part time) *	12.00 to 22.00
Water, Sewer & Street Dept. Laborer	12.00 to 22.00
Seasonal Part-time laborer (max 4 mos/yr)	Ohio Minimum Wage to 9.88

*Note: Indicates that \$1.00 per hour, per qualified water/sewer license will be paid (see O-2003-30 and O-2003-31). Also, \$0.50 will be paid for each lab license.

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
8	0.24	19.20
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.

SECTION 4: The Village Council finds that this Ordinance is declared to be an emergency measure, effective the first pay period subsequent to December 14, 2018 in order to promote the health, safety and general welfare of the Village.

Passed on First Reading this 27th day of November, 2018

Vote of Council: Ayes: 5
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:

Solicitor, Thomas Reitz