

# VILLAGE OF OTTAWA HILLS, OHIO

## ORDINANCE No. 2008-11

FIXING THE SALARIES FOR VILLAGE EMPLOYEES  
AND REPEALING ORDINANCE 2007-17, AND  
DECLARING AN EMERGENCY.

WHEREAS, the Council of the Village of Ottawa Hills desires to establish compensation for employees in accordance with the duties performed, and

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF OTTAWA HILLS, THAT:

**SECTION 1.** Beginning January 1, 2009 the compensation of the employees of the Village of Ottawa Hills working in the various departments shall be and hereby is fixed as shown below.

	<u>Lower Limit</u>	<u>Upper Limit</u>
Police Chief	65,731	81,799
Police Lieutenant	58,969	67,833
Police Sergeant	54,037	60,366
Police Officer	41,145	55,108
Part Time Officer	17.35/hr	19.16/hr
Acting Sergeant		2.53/hr
School Crossing Guard	9.78/hr	10.80/hr

Acting Sergeants assigned to fulfill the duties of a Sergeant on a temporary basis shall be compensated for all duties performed while in that capacity at an additional of \$2.53 per hour, but only if said employee had worked in that capacity and performed all designated duties of such. In addition each full-time personnel shall receive an annual \$150 cleaning allowance payable after January 1 of each year.

For payroll purposes, full time police officers will be paid 1/26<sup>th</sup> of their annual compensation every two weeks, not including overtime. Police officers work a schedule of four days on followed by two days off. A police officer has shifts of 8¼ and 8½ hours to cover shift changes, and works an additional 32 hours of "training credit" time to reach required annual hours. Police officers average 80 hours worked per 2-week pay period over the course of the year.

	Step 1	<u>Upper Limits</u>				
	<u>Entry Level</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
		<u>(1st Yr)</u>	<u>(2nd Yr)</u>	<u>(3rd Yr)</u>	<u>(4th Yr)</u>	<u>(5th Yr)</u>
Dispatcher	38,584	39,815	43,182	45,678	47,016	48,948
Part-time Dispatcher			<u>Lower Limit</u>			<u>Upper Limit</u>
			12.73/hr			13.57/hr

	<u>Lower Limit</u>	<u>Upper Limit</u>
Fire Chief	61,300	71,829
Asst. Fire Chief	57,000	62,728
Captain	51,848	59,030
Firefighter	40,055	53,643
Part-time Firefighter	13.77/hr	15.34/hr
Acting Captain		1.99/hr

Acting Captains assigned to fulfill the duties of a Captain on a temporary basis shall be compensated for all duties performed while in that capacity at the additional rate of \$1.99 per hour, but only if said employee had worked in that capacity and performed all designated duties of such. In addition to the above compensation, each full-time personnel shall receive an annual \$150 cleaning allowance and an annual \$595.00 clothing allowance payable after

January 1 of each year. Part-time firefighters will receive initial gear as needed at the time of hire.

For payroll purposes, full time firefighters will be paid 1/26<sup>th</sup> of their annual compensation every two weeks, not including overtime. Firefighters average 104 hours worked per 2-week pay period over the course of the year. Due to the 24-hours shift schedule, some pay periods have 96 hours (4 shifts) and some have 120 hours (5 shifts), with "Kelly" days off used to reduce time worked to the required annual hours.

	<u>Lower Limit</u>	<u>Upper Limit</u>
General Foreman	61,213	73,060
Asst. Foreman	48,692	62,758
Crew Leader	40,379	49,227
Small Equipment Driver	28,121	42,486
General Laborer	25,080	40,549
Part-time/Seasonal	6.85	10.02/hr
Acting Crew Leader		3.24/hr

Acting Crew Leaders assigned to fulfill the duties of a Crew Leader on a temporary basis shall be compensated for all duties performed while in that capacity at the additional rate of \$3.24 per hour, but only if said employee had worked in that capacity and performed all designated duties of such. In addition each full-time personnel shall receive an annual uniform allowance of \$595.00 payable after January 1 of each year. Work turn-out gear to be provided as needed. Part-time employees will receive no initial gear or reimbursement, but will be provided necessary work turn-out gear.

	<u>Lower Limit</u>	<u>Upper Limit</u>
Mayor		120
Council Members & Clerk		120
Village Manager	75,468	105,777
Finance Director	46,254	75,778
Payroll Clerk	22,522	39,683
Accountant	22,522	42,190
Recreation Coordinator	11,562	22,415
Income Tax Commissioner		120
Asst. Income Tax Comm.		120
Income Tax Administrator	40,964	61,376
Asst. Income Tax Clerk	11.14/hr	17.57/hr
Part-time Office Help	7.62/hr	12.47/hr
Prevention Coordinator	11,562	22,130

The Recreation Coordinator's compensation is based on 1300 hours per year. The Prevention Coordinator's compensation is based on 820 hours per year.

The above shall be used to help set the salary for all newly hired full and part-time employees as recommended by the Department Head and approved by the Village Manager

SECTION 2. That in addition to the other compensation identified in this legislation, the following shall be authorized:

The Village Manager shall receive additional compensation in the amount of \$2,940 annually.

The Recreation Coordinator will be eligible to receive a bonus not to exceed \$500 based on job performance criteria.

The Prevention Coordinator may be paid for additional hours, at the current hourly rate, which shall be funded by grant monies received by the Village of Ottawa Hills. The Ottawa Hills Prevention Advisory Council (OHPAC) shall approve the usage of these hours.

The Prevention Coordinator shall receive an amount of \$75.00 per participant in the Diversion Program, which will be paid as part of the regular paycheck upon presentation of appropriate documents.

Employees who take two or fewer sick days in the proceeding year will receive a bonus as follows:

No sick time used during the year = \$500 bonus  
1 sick day or less used during the year = \$250 bonus  
2 sick days or less used during the year = \$100 bonus

The Village may provide special recognition annually in the form of a recognition/appreciation luncheon for all Village employees. The Village Manager is authorized to purchase refreshments for training meetings involving employees, within the "de minimus" guidelines of the Ohio Revised Code of Ethics.

SECTION 3. Authorization is provided to contract for an Employee Assistance Program (EAP) at a cost not to exceed \$2,500.

SECTION 4. That the standard work period for most departments is 40 hours per week. Hours worked by those employees in the Fire Department shall average out to 52 hours of scheduled time per work period. For the purpose of computing pay, the pay period for all employees is defined as Sunday through the following Saturday. If an employee, other than those exempted by the employee handbook, is required to work more than that which he/she is regularly scheduled to work, then they shall be paid at the rate of one and a half times the normal rate of pay. When calculating overtime or compensatory time for payroll purposes the use of sick time, multiple job situations, or dissimilar duties, training credit days, make up days, work outside of employment, compensatory days and other leaves of absence will not be considered as hours worked or counted as active pay status for overtime pay purposes.

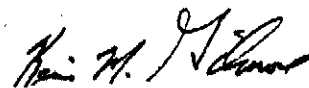
SECTION 5. It is hereby found and determined that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were adopted in open meetings, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

SECTION 6. This Ordinance is hereby declared to be an emergency measure and shall take effect and be effective January 1, 2009. The reason for the emergency lies in the fact that this Ordinance is necessary for the immediate preservation of public peace, health and safety and that said services are urgently required for the proper conduct of the Village affairs.

Vote on emergency measure: Yeas 6 Nays 0

Passed as an emergency measure: Yeas 6 Nays 0

12/8/08  
Date of passage



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President of Council

Attest:  
Katherine Roep O'Connell  
Clerk of Council