

## ORDINANCE 21-2018

### AN ORDINANCE UPDATING THE WAGE AND SALARY RANGES, THE NUMBER OF EMPLOYEES AND POSITIONS FOR THE VILLAGE OF MINERVA PARK

**WHEREAS**, pursuant to Section 731.10, Revised Code, the legislative authority may provide such employees for the Village as it determines are needed; and,

**WHEREAS**, pursuant to Section 731.13, Revised Code, the legislative authority of a Village shall fix the compensation of all officers, clerks, and employees of the Village except as otherwise provided by law; and,

**WHEREAS**, as part of the budget for 2019, the authorized positions and compensation rates need adjusted.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF MINERVA PARK, OHIO, THAT:**

**Section 1.** The number of hourly full-time, part-time, and seasonal employees, positions, and related pay ranges shall be as follows:

<u>Positions/Job Title</u>	<u>Authorized Number</u>	<u>Full-Time/ Part-time/ Seasonal</u>	<u>Compensation Ranges Effective January 1, 2019</u>			
			<u>Hourly Rates</u>		<u>Annual Compensation**</u>	
			<u>From</u>	<u>To</u>	<u>From</u>	<u>To</u>
<u>Police Department ##</u>						
Lieutenant	1	Full-Time	27.00	33.00	56,160	68,640
Sergeant	1	Full-Time	25.00	31.00	52,000	64,480
Patrol Officer	7	Full-Time	23.00	28.00	47,840	58,240
Police Officer	3	Part-Time	17.00	22.00	17,680	22,880
<u>Fire/EMS Department</u>						
Paramedic In Charge	10	Part-Time	15.00	18.00	15,600	18,720
Paramedic	10	Part-Time	14.00	17.00	14,560	17,680
EMT	15	Volunteer	---	---	---	---
<u>Parks</u>						
Maintenance Worker	1	Part-Time	12.00	20.00	12,480	20,800
Maintenance Worker	3	Seasonal	12.00	15.00	5,760	7,200
<u>Swimming Pool</u>						
Office Staff	4	Seasonal	8.50	11.00	4,080	5,280
Lifeguards	12	Seasonal	8.50	11.00	4,080	5,280
Maintenance Worker	2	Seasonal	12.00	15.00	5,760	7,200

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Positions/Job Title	Authorized Number	Full-Time/ Part-time/ Seasonal	Hourly Rates		Annual Compensation **	
			From	To	From	To
<u>Planning and Zoning</u>						
Code Enforcement Officer	1	Part-Time	16.00	22.00	33,280	45,760
Village Planner	1	Part-Time	30.00	40.00	31,200	41,600
<u>Mayor/Administration</u>						
Administrative Assistant	1	Full-Time	10.00	18.00	20,800	37,440
<u>Mayor's Court</u>						
Clerk of Court	1	Full-Time	17.00	23.00	35,360	47,840
<u>Lands and Buildings</u>						
Maintenance Worker	1	Part-Time	12.00	20.00	12,480	20,800

\*\* Annual Compensation is presented for information only and is calculated based on 2080 hours for full-time employees, 1040 hours for part-time employees and 480 hours for seasonal employees.

## Police department is authorized to have 9 full-time and 3 part-time positions in total, allocated between position levels at the discretion of the Chief of Police.

**Section 2.** The full-time salaried positions and related pay ranges shall be as follows:

Positions/Job Title			Annual Compensation	
			From	To
Chief of Police	1	Full-time	\$65,000	\$75,000
Pool Manager (15 Weeks)	1	Seasonal	9,000	12,000
Fiscal Officer	1	Full-time	55,000	67,000
Fire/EMS Chief	1	Part-Time	15,000	18,000

**Section 3.** The Mayor has the authority to offer a candidate a pay rate for an existing position within the applicable range based upon Village finances, an employee's level of education, certification/licensure, knowledge, skills and abilities, variety and scope of responsibilities, physical and mental demands and other attributes the Mayor considers necessary for the position.

**Section 4.** Compensation changes for a job title or position changes are available based on performance and attendance, at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation as outline in this ordinance.

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- Section 5.** Merit increases may be awarded to exempt and non-exempt full-time and part-time employees upon an annual review, at the discretion of the Mayor and must stay within the hourly rates and/or annual compensation ranges as outlined in this ordinance. The budget for 2019 allows for an average of 3%. Seasonal employees may receive a merit increase upon returning to work for another new season.
- Section 6.** Upon successful completion of the probationary period, a bonus may be paid out to the employee in the pay period immediately following the completion in an amount not to exceed \$600.
- Section 7.** It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements of the laws of the State of Ohio.
- Section 8.** All prior legislation, or any parts thereof, which is/are inconsistent with this Ordinance is/are hereby repealed as to the inconsistent parts thereof.
- Section 9.** This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

**/S/ Lynn Eisentrout**

Lynn Eisentrout, Mayor

First Reading: November 12, 2019  
Second Reading: November 19, 2018  
Third Reading: December 10, 2018  
Passed: December 10, 2018

**ATTEST**

**/S/ Kimberly Pulley**

Kimberly Pulley, Fiscal Officer

**APPROVED AS TO FORM**

**/S/ Eugene Hollins**

Solicitor