



# ORDINANCE 2021-015

## AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND RATES FOR ALL EMPLOYEES OF THE VILLAGE OF JACKSON CENTER, SHELBY COUNTY, STATE OF OHIO AND DECLARING AN EMERGENCY.

**WHEREAS**, it is necessary for the Council of the Village of Jackson Center to employ persons to perform certain duties of local government, and

**WHEREAS**, it is also necessary to create certain positions and to provide authority for the payment and compensation of employees of the village, and

**WHEREAS**, it is necessary for the Village Administrator to employ help and assistance in connection with street maintenance and repair, storm drain maintenance and repair, the operation of the municipal park and swimming pool and the maintenance and operations of municipal utilities, properties and equipment, and

**WHEREAS**, the Wage and Benefits Committee met on June 18, 2021 and is recommending the following changes to the payroll ordinance that was last amended on January 23, 2021. **1)** Recommendation to Council for a cost of living increase of 3% be applied to Pay Table I and Pay Table II effective with the pay period beginning July 10, 2021; **2)** Recommendation to Council to increase the Part Time Police Officer shift rates effective June 26, 2021 as follows: Quarter Shift \$32.00, Half Shift \$64.00, Three Quarter Shift \$96.00 and Full Shift \$128.00; **3)** Recommendation to Council to increase the Part Time Firefighter per item rates effective July 1, 2021 as follows: Fire Meeting \$15.00, Fire Training \$15.00, Fire Run \$25.00 and Fire Run Mutual Aid \$25.00; **4)** Recommendation to Council to increase the Fire Chief salary by \$2,000 annually, to increase the Deputy Fire Chief and Assistant Fire Chief salaries by \$1,000 annually effective July 1, 2021; **5)** Add the position of Slide Attendant to Pay Table III with a beginning rate of \$8.80 and increasing by \$0.25 each step and making that retro active to May 28, 2021.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF JACKSON CENTER, SHELBY COUNTY AND STATE OF OHIO:**

### SECTION 1.

There is hereby established the following Job Classifications and Pay Schedule for all employees and appointees of the Village of Jackson Center, Ohio:

**NOTE:** Full time hourly employees normally work an 80-hour bi-weekly pay period or 2080 hours per year. However, some job descriptions have varying hours per week.

PAYTABLE I - FULL TIME HOURLY RATED EMPLOYEES

2021

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
1 - a Yr.	\$32,435.06	\$33,310.81	\$34,210.20	\$35,133.87	\$36,082.49	\$37,056.72	\$38,057.25
1 - Bi-Wkly	\$1,247.50	\$1,281.18	\$1,315.78	\$1,351.30	\$1,387.79	\$1,425.26	\$1,463.74
1 - a Hr.	\$15.59	\$16.01	\$16.45	\$16.89	\$17.35	\$17.82	\$18.30
2 - a Yr.	\$38,531.11	\$39,571.45	\$40,639.88	\$41,737.16	\$42,864.06	\$44,021.39	\$45,209.97
2 - Bi-Wkly	\$1,481.97	\$1,521.98	\$1,563.07	\$1,605.28	\$1,648.62	\$1,693.13	\$1,738.84
2 - a Hr.	\$18.52	\$19.02	\$19.54	\$20.07	\$20.61	\$21.16	\$21.74
3 - a Yr.	\$45,913.25	\$47,152.91	\$48,426.04	\$49,733.54	\$51,076.34	\$52,455.41	\$53,871.70
3 - Bi-Wkly	\$1,765.89	\$1,813.57	\$1,862.54	\$1,912.83	\$1,964.47	\$2,017.52	\$2,071.99
3 - a Hr.	\$22.07	\$22.67	\$23.28	\$23.91	\$24.56	\$25.22	\$25.90
4 - a Yr.	\$55,923.09	\$57,433.01	\$58,983.70	\$60,576.26	\$62,211.82	\$63,891.54	\$65,616.61
4 - Bi-Wkly	\$2,150.89	\$2,208.96	\$2,268.60	\$2,329.86	\$2,392.76	\$2,457.37	\$2,523.72
4 - a Hr.	\$26.89	\$27.61	\$28.36	\$29.12	\$29.91	\$30.72	\$31.55
5 - a Yr.	\$55,923.09	\$57,433.01	\$58,983.70	\$60,576.26	\$62,211.82	\$63,891.54	\$65,616.61
5 - Bi-Wkly	\$2,150.89	\$2,208.96	\$2,268.60	\$2,329.86	\$2,392.76	\$2,457.37	\$2,523.72
5 - a Hr.	\$26.89	\$27.61	\$28.36	\$29.12	\$29.91	\$30.72	\$31.55
6 - a Yr.	\$67,388.27	\$69,207.75	\$71,076.36	\$72,995.42	\$74,966.30	\$76,990.39	\$79,069.13
6 - Bi-Wkly	\$2,591.86	\$2,661.84	\$2,733.71	\$2,807.52	\$2,883.32	\$2,961.17	\$3,041.12
6 - a Hr.	\$32.40	\$33.27	\$34.17	\$35.09	\$36.04	\$37.01	\$38.01



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## JOB CLASSIFICATION

<b>PAY TABLE I</b>	<b>PAY GRADE/STEP BEGIN &amp; END</b>
Administrative Clerk	Grade 1 – Step A to Grade 2 – Step G
Utility Clerk	Grade 1 – Step A to Grade 2 – Step G
Police Officer	Grade 2 – Step A to Grade 3 – Step G
General Laborer	Grade 1 – Step A to Grade 2 – Step G
Laborer	Grade 2 – Step A to Grade 3 – Step G
Apprentice Lineman	Grade 2 – Step A to Grade 3 – Step G
Lineman I	Grade 3 – Step A to Grade 4 – Step G
Lineman II	Grade 4 – Step A to Grade 5 – Step G
Park Superintendent	Grade 2 – Step A to Grade 3 – Step G
Water/Wastewater Apprentice	Grade 2 – Step A to Grade 3 – Step G
Water/Wastewater Operator I	Grade 3 – Step A to Grade 4 – Step G
Water/Wastewater Operator II	Grade 4 – Step A to Grade 5 – Step G
Water/Wastewater Superintendent	Grade 5 – Step A to Grade 6 – Step G
Street Superintendent	Grade 5 – Step A to Grade 6 – Step G
Electric Superintendent	Grade 5 – Step A to Grade 6 – Step G

The Village Administrator shall determine the employee to fill the position and shall determine the pay step of the employee applicable to the above Pay Table I.

PAYTABLE II - SALARIED PERSONNEL

2021

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
1 - a Yr.	\$41,996.98	\$43,130.90	\$44,295.43	\$45,491.41	\$46,719.68	\$47,981.11	\$49,276.60
1 - Bi-Wkly	\$1,615.27	\$1,658.88	\$1,703.67	\$1,749.67	\$1,796.91	\$1,845.43	\$1,895.25
2 - a Yr.	\$50,875.85	\$52,249.50	\$53,660.23	\$55,109.06	\$56,597.01	\$58,125.12	\$59,694.50
2 - Bi-Wkly	\$1,956.76	\$2,009.60	\$2,063.86	\$2,119.58	\$2,176.81	\$2,235.58	\$2,295.94
3 - a Yr.	\$60,888.40	\$62,532.39	\$64,220.76	\$65,954.72	\$67,735.50	\$69,564.36	\$71,442.60
3 - Bi-Wkly	\$2,341.86	\$2,405.09	\$2,470.03	\$2,536.72	\$2,605.21	\$2,675.55	\$2,747.79
4 - a Yr.	\$74,197.22	\$76,200.54	\$78,257.96	\$80,370.92	\$82,540.94	\$84,769.54	\$87,058.32
4 - Bi-Wkly	\$2,853.74	\$2,930.79	\$3,009.92	\$3,091.19	\$3,174.65	\$3,260.37	\$3,348.40
5 - a Yr.	\$89,408.90	\$91,822.94	\$94,302.16	\$96,848.32	\$99,463.22	\$102,148.73	\$104,906.75
5 - Bi-Wkly	\$3,438.80	\$3,531.65	\$3,627.01	\$3,724.94	\$3,825.51	\$3,928.80	\$4,034.87

Salaried employees are full-time, self-supervising positions. Salary is based on an 80-hour bi-weekly pay period. Any additional hours required to perform their duties have been considered in the base pay.

## JOB CLASSIFICATION

<b>PAY TABLE II</b>	<b>PAY GRADE/STEP BEGIN &amp; END</b>
Police Sergeant	Grade 1 – Step A to Grade 2 – Step G
Police Chief	Grade 2 – Step A to Grade 3 – Step G
Assistant Fiscal Officer	Grade 1 – Step A to Grade 2 – Step G
Village Administrator	Grade 4 – Step A to Grade 5 – Step G

The Village Council shall determine by Resolution the appointment of police personnel, the Village Administrator, or the acting Village Administrator in the event of a vacancy in the office of Village Administrator.

Council shall determine the Grade and Step in Pay Table II for all salaried personnel after hearing the recommendation of the Village Administrator as to the available source of revenue.



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## SECTION 2.

PAYTABLE III - SEASONAL HOURLY RATED PERSONNEL

2021

POSITION	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
Pool Director	\$11.45	\$11.70	\$11.95	\$12.20	\$12.45	\$12.70	\$12.95
Asst Director	\$11.20	\$11.45	\$11.70	\$11.95	\$12.20	\$12.45	\$12.70
Lifeguard	\$10.30	\$10.55	\$10.80	\$11.05	\$11.30	\$11.55	\$11.80
Slide Attendant	\$8.80	\$9.05	\$9.30	\$9.55	\$9.80	\$10.05	\$10.30
Groundskeeper	\$11.85	\$12.17	\$12.50	\$12.84	\$13.18	\$13.54	\$13.90

**Determination of Job Classification and Seasonal Hourly Rated Personnel:** The Village Administrator in accordance with the skill and ability of the employee shall determine the Job Classification and the Pay Step of the Seasonal and Hourly Rate Personnel and the work performed.

## SECTION 3.

**Compensation of Elected Officials, Fiscal Officer, Zoning Enforcement Officer, Fire Chief, Deputy Fire Chief and Assistant Fire Chief:** There is hereby established the following Pay Schedule for Elected Officials, and Appointees of the Village of Jackson Center, Ohio:

Position	Annual Salary / Monthly	Effective Date
Council Members	\$3,000.00 / \$250.00	January 1, 2018 or beginning of new term
Fiscal Officer	\$5,000.00 / \$416.67	January 1, 2018
Mayor	\$6,000.00 / \$500.00	January 1, 2018 or beginning of new term
Fire Chief	\$4,285.56 / \$357.13	Increase effective July 1, 2021 / Then annually with cost of living
Deputy Fire Chief	\$2,080.00 / \$173.33	July 1, 2021
Assistant Fire Chief	\$2,080.00 / \$173.33	July 1, 2021
Zoning Enforcement Officer	\$7,250.00 / \$604.167	January 1, 2021
Economic Development Director	\$9,000 / \$750.00	January 1, 2021

## SECTION 4.

**Compensation of Part Time Police Officers and Part Time Volunteer Firefighters:** There is hereby established the following per shift and per item pay schedule for part time police and fire personnel of the Village of Jackson Center, Ohio:

Position	Per Item	Per Item Rate	Effective
Part Time Police Officer	Quarter Shift	\$32.00	June 26, 2021
Part Time Police Officer	Half Shift	\$64.00	June 26, 2021
Part Time Police Officer	Three Quarter Shift	\$96.00	June 26, 2021
Part Time Police Officer	Full Shift	\$128.00	June 26, 2021
Part Time Firefighter	Fire Meeting	\$15.00	July 1, 2021
Part Time Firefighter	Fire Training	\$15.00	July 1, 2021
Part Time Firefighter	Fire Run	\$25.00	July 1, 2021
Part Time Firefighter	Fire Run Mutual Aid	\$25.00	July 1, 2021

The following limits are hereby set on the compensation of Part Time Police Officers: Part Time Police Officers will be compensated for a quarter shift, half shift, three quarter shift





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or a full shift at the above Per Item Rate. The maximum amount to be spent on Part Time Police Officer compensation throughout the calendar year 2021 is \$27,040. The maximum amount includes an allotment of \$2,730 to be used during the Community Days Festival. No Part Time Police Officer may work more than twenty-eight (28) hours in a forty hour (one week) period. The following limits are hereby set on the compensation of Volunteer Firefighters: A maximum of one regular meeting and one training meeting per month will be paid.

### SECTION 5.

**Medical Insurance:** All fulltime employees of the village shall be included in the health and life insurance plan provided by the village. Employee's share of premiums for said health insurance coverage will be fifteen percent (15%) of the annual premium as determined on January 1<sup>st</sup> of each year. Said employee contribution will be deducted proportionately from each employee pay. The employee contribution will be calculated to the nearest one-tenth (1/10) of a dollar.

**Health Insurance Opt-out:** Employees who opt-out of village provided medical insurance shall be eligible to receive \$1,000 a year for those not currently on our insurance or those currently with single coverage and will be paid in arrears \$500 on June 30<sup>th</sup> and on December 31<sup>st</sup>; and \$2,000 a year for those currently with family coverage (*employee/spouse, employee/child, employee/children, employee/spouse/child, family*) and will be paid in arrears \$1,000 on June 30<sup>th</sup> and on December 31<sup>st</sup>.

### SECTION 6.

**Canine Handler Stipend:** The Canine Handler will provide kennel and care for the Village's police dog at the handler's home. The provision of such services by the Canine Handler is deserving of compensation for providing "at-home care" of the police canine, which includes the following: bathing, brushing, exercising, feeding, grooming, cleaning of the dog's kennel or transport vehicle, administering drugs or medicine for illness and/or transporting the dog to and from an animal hospital or veterinarian and training the dog at home. The compensation for said "at-home care" will be Four Thousand Seven Hundred Fifty and Seventy-Two Dollars (\$4,750.72) to the Canine Handler. This amount is to be paid bi-weekly at a rate of One Hundred Eighty-Two and Seventy-Two Dollars (\$182.72) beginning January 1, 2019.

### SECTION 7.

**Cell Phone Stipend:** Beginning January 1, 2018 the Village will no longer provide a cellular phone plan to "on call" employees. Therefore, employees will need to purchase their own cellular phone plan or join their family/spouse cellular plan. In order for the Village to maintain constant contact for business reasons with certain employees; the Village is enacting the following Cell Phone Stipend Plan. In order to compensate employees for business-related costs incurred when using their individually-owned cell phones the following stipend amounts are set: Eligible full time employees will be compensated Forty Dollars (\$40.00) a month beginning January 1, 2018. Eligible part time employees will be compensated Twenty Dollars (\$20.00) a month beginning January 1, 2018. Eligibility will be determined by the Village Administrator based on substantial non-compensatory business reasons, such as the need to be able to contact the employee at all times for work-related emergencies and the need to contact the employee outside of the employees normal work schedule.

### SECTION 8.

**Mutual Aid Compensation:** Employees who participate in mutual aid to other requesting jurisdictions shall be paid double time if (1) the Village is reimbursed in full for the employees pay and (2) double time is authorized by the contract, agreement or regulations. Otherwise employees will be paid at the Village overtime rate. Mutual aid pay will begin when the employee leaves to respond to the requesting jurisdiction.



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### SECTION 9.

**Employee Handbook:** The Village Administrator is hereby authorized to prepare, and from time to time, as situations may require, revise the Employee Handbook. Such Employee Handbook shall supplement this ordinance with definitions and administer this ordinance. Such Employee Handbook, when not repugnant to municipal ordinances or resolutions, shall have the same validity as ordinances.

### SECTION 10.

**Prior Ordinance Repealed:** All ordinances inconsistent herewith are hereby repealed.

### SECTION 11.

**Effective Date of Pay Tables:** Pay Tables in this ordinance shall be effective as of July 10, 2021.


### SECTION 12.

**Effective Date of Ordinance:** That Council hereby declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, and welfare; such an emergency arising out of the need to provide adequate compensation and benefits for village personnel. Wherefore, this Ordinance shall take effect and be in full force from and after its adoption by Council and approval by the Mayor.

Adopted this 28th day of June, 2021.

  
\_\_\_\_\_  
Scott Klopfenstein, Mayor

Attest:

  
\_\_\_\_\_  
Beverly A. Wren, Fiscal Officer

#### CERTIFICATE OF FISCAL OFFICER AS TO POSTING

*I certify that the above Ordinance 2021-015 has been posted as required by law. Posted in the Village Office, Village Website, Allenbaugh Insurance, Peoples' Federal Savings and Loan Association and the Jackson Center Library.*

Date of Posting: June 29, 2021.

Signed:   
\_\_\_\_\_  
Beverly A. Wren, Fiscal Officer