

ORDINANCE 2021- 19

**TO PROVIDE FOR COMPENSATION INCREASES
TO EMPLOYEES OF THE VILLAGE**

WHEREAS, Council has reviewed a wage, salary and benefits of Village employees; and

WHEREAS, Council has determined it appropriate that Village employees have their pay adjusted for 2022 for the services rendered by said employees on behalf of the Village; and

NOW THEREFORE, be it ordained by the Council of the Village of Centerburg as follows:

Section 1: That the compensation ranges of pay for positions of employment within the Village for calendar year 2022 are fixed in conformance with R.C. §731.13 as follows:

- A. The Utility Billing Clerk shall be paid on an hourly basis for performing the Village's sewer billing functions as a part-time employee. The Utility Billing Clerk's for 2021 was **\$16.00** per hour. For 2022, the Utility Billing Clerk shall no longer perform payroll duties, therefore the hourly pay range for the Utility Billing Clerk shall be between the rate of \$16.00/hour and \$21.33/hour, payable bi-weekly. The Utility Billing Clerk's hourly pay rate for 2022 shall be determined by the Fiscal Officer in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator before December 31, 2021 on Exhibit A attached hereto. The Utility Billing Clerk resigning effective 12/31/2021 shall remain eligible to return to work for the Village at \$21.33/Hour on an as needed basis to ensure a smooth transition between employees.

- B. The hourly rate of the Utility Worker I for 2021 was **\$15.74** per hour (**Stockmaster**) and **\$14.00** per hour (**Ervin**). For 2022, the pay range for the Utility Worker I shall be between the rate of \$14.64/hour and \$20.44/hour, payable bi-weekly. The Utility Worker I's pay rate for 2022 shall be determined by the Village Administrator in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator before December 31, 2021 on Exhibit A attached hereto.

- C. The hourly rate of Utility Worker III for 2021 was **\$22.16** per hour (Hawk). For 2022, the pay range for the Utility Worker III shall be between the rate of \$19.61/hour and \$24.39/hour, payable bi-weekly. The Utility Worker III's pay rate for 2022 shall be determined by the Village Administrator in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator before December 31, 2021 on Exhibit A attached hereto.

- D. The salary of the Mayor for the term from 2020 through 2023 shall be \$7,200 per year, payable bi-weekly.

- E. If the Fiscal Officer and Village Administrator fail to provide a certification of pay rates to Council at Council's first regular meeting of 2022 in the form set forth in Exhibit A attached hereto, then Council shall determine the pay rates for the Employees in conformance with the approved budget and the above pay ranges.

- F. The compensation of any existing employee shall not be reduced from the prior year without documentation of the employee's failure to meet performance standards or unless the budget warrants a similar decrease for all employees.

Section 2. That Employees who are eligible and who are not covered by, or choose not to accept, the health insurance coverage provided by the Village, will receive a monthly payment of 10% of what said Employee's monthly health insurance premiums would have been, based on eligibility for family or single coverage, as additional compensation up to a maximum amount of \$150.00, which amount shall be payable as a lump sum payment on the second pay period of each month so long as said employee continues to decline Village health insurance coverage.

Section 3. That Employees who perform work related to sewer, streets, utilities or maintenance shall receive the uniform allowance per Ordinance 2016-04.

Section 4. That, pursuant to Codified Ordinance §145.22, Longevity Pay, Council approves the following schedule of longevity payments based on years of service. Longevity payments shall be made to all eligible employees in the employment of the Village as of January 1 of 2020, with said longevity payments being made to the eligible employees by no later than January 31.

Years of Service	Longevity Pay
Five to nine years	\$200
Ten to fourteen years	\$400
Fifteen to nineteen years	\$600
Twenty or more years	\$800

Section 5. Amended in its entirety by Ordinance 2019-04.

Section 6. That, pursuant to Codified Ordinance §145.29, Tuition Reimbursement, upon an Employee meeting the requirements thereof, the Village shall reimburse the employee up to an amount of \$1,000.00 per calendar year.

Section 7. That certain Village employees are required to provide a cell phone as part of their duties for the Village and thus, said employees shall receive a monthly cell phone allowance as follows:

Position	Allowance

Mayor, Village Administrator, Utilities Superintendent	\$40/month
Employees whose position includes on call statuses	\$20/month

Section 8. That Codified Ordinance §145.09 be amended to read as follows:

145.09 VACATION

(a) Full-time employees shall be eligible to receive paid vacation in accordance with the following schedule:

After 1 year of service	10 working days paid vacation
After 7 years of service	15 working days paid vacation
After 15 years of service	20 working days paid vacation
After 20 years of service	25 working days paid vacation

The Village reserves the right to extend service credit to new employees for time served with another public employer. Any employee who receives service credit shall be immediately eligible to take vacation leave. Provided however, if said employee leaves employment with the Village before the end of the first calendar year and uses vacation time in excess of the amount equal to the portion of the calendar year the employee has worked at the time of separation, then the employee shall have the value of the excess vacation time paid to the employee deducted from the final paycheck.

(b) Any employee may, but is not required to, utilize their paid vacation time. Employees who are accruing at least two (2) weeks or more of vacation per year may request pay in lieu of vacation. Employees must have taken five (5) vacation days prior to the request. Employees accruing two (2) to three (3) weeks may receive payment for up to one (1) week; employees accruing four (4) weeks may receive payment for up to two (2) weeks; and employees accruing five (5) weeks or more may receive payment for up to three (3) weeks. Said pay in lieu of vacation shall be paid at said employee’s regular pay rate on the anniversary of the employee’s start of employment. Vacation accrues on a pro rated basis after one full year of employment with the Village and may be used on an anniversary year basis. Part time employees are not eligible for vacation benefits.

(c) Vacation leave must be taken in minimum units of one day unless otherwise approved by the Village Administrator or his/her designee, and requests for vacation leave shall be made in writing and should be submitted as far in advance as possible, but at the minimum, at least one week in advance. The granting of all vacation requests shall be at the discretion of the Village Administrator, shall not be unreasonably denied and subject to the operation requirements of the Village. In the event of a conflicting request, the Administrator shall resolve the conflict based on the operation needs of each department/division.

(d) Employees may carry vacation time over one calendar year to the next. In no event can an employee carry over more than five days to the subsequent anniversary year.

(e) Full-time employees who resign or retire after a minimum of one year of service are entitled to compensation, at their current rate of pay, for any earned but unused vacation leave

to his/her credit at the time of separation, provided that the employee gives at least two (2) weeks advanced written notice of the separation.

(f) Vacation credits are not earned while an employee is on unpaid leave (leave of absence, disciplinary suspension, etc.) where an employee becomes deceased while on unpaid status in Village employment, any accrued vacation leave to the employees credit shall be paid in a lump sum first to the surviving spouse, then to the descendant's estate.

(g) The Village shall not accept the transfer of any vacation time accumulated by an employee with any prior employer.

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor on the earliest date allowed by law.

DATE PASSED 11/01/2021

Signature on file

PRESIDENT OF COUNCIL

Signature on file

ATTEST
CLERK OF COUNCIL

Signature on file

MAYOR

APPROVED AS TO FORM:

Signature on file

LEGAL COUNSEL

DATE APPROVED 11/01/2021

I hereby certify that the ordinance or a summary of the ordinance was published once a week for two consecutive weeks on 11/03, 2021 and 11/10, 2021 in the *Mount Vernon News* in conformance with the Ohio Revised Code.

Signature on file

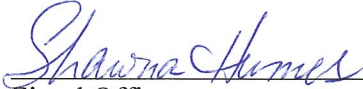
CLERK-TREASURER


Exhibit A
Certification of Wage Rates for 2022

Effective beginning on the first day of the first full pay period of **2022**, the specific rates of pay for the Village employees shall be fixed as follows:

Utility Billing Clerk	The hourly rate of pay for the part-time Payroll & Utility Billing Clerk Nina Campbell shall remain at the rate of \$21.33 per hour. The hourly rate of pay for part-time Utility Billing Clerk Stacie White shall remain at the rate of \$16.00 per hour.
Utility Worker I:	The hourly rate of pay for Utility Worker I Jacob Stockmaster shall be increased from \$15.74 per hour by three percent (10.0%), or \$1.57 per hour, to the rate of \$17.31 per hour. The hourly rate of pay for Utility Worker I Luke Ervin shall be increased from \$14.00 per hour by one and a half percent (10.0%), or \$1.40 per hour, to the rate of \$15.40 per hour.
Utility Worker II:	None
Utility Worker III:	The hourly rate of pay for Utility Worker III Wes Hawk shall be increased from \$22.16 per hour by three percent (10.0%), or \$2.22 per hour, to the rate of \$24.38 per hour.
Utilities Superintendent:	None

I hereby certify the above wage rates for 2022 are in conformance with Ordinance 2021-19.


Fiscal Officer


Village Administrator