

ORDINANCE 2023-34

**TO PROVIDE FOR COMPENSATION INCREASES
TO EMPLOYEES OF THE VILLAGE & DECLARE AN EMERGENCY**

WHEREAS, Council for the Village of Centerburg has reviewed the wage, salary, and benefits of Village employees; and

WHEREAS, Council has also studied and reviewed the current market conditions and compensation ranges for surrounding municipalities; and

WHEREAS, Council has determined it appropriate that Village employees have their pay adjusted effective January 1, 2024, 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 Council approves a base pay increase for all employees, whether part-time or full-time, effective January 1, 2024. Such increase shall not apply to Council, the Mayor, or any members of a Board or Commission of the Village.

Section 2: That the compensation ranges of pay for positions of employment within the Village from January 1, 2024, into the calendar year 2025 are fixed in conformance with R.C. §731.13 as follows:

- A. Effective January 1, 2024, the hourly pay range for the Utility Billing Clerk position shall be between \$22.74/hour and \$25.00/hour, payable bi-weekly. The Utility Billing Clerk's hourly pay rate effective January 1, 2024, was determined by the Fiscal Officer in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator on Exhibit A attached hereto.
- B. Effective January 1, 2024, the hourly pay range for the Executive Administrative Assistant position shall be between \$22.74/hour and \$28.00/hour, payable bi-weekly. The Executive Administrative Assistant's hourly pay rate effective January 1, 2024, was determined by the Fiscal Officer in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator on Exhibit A attached hereto.
- C. Effective January 1, 2024, the pay range for the Utility Worker I position shall be between \$22.00/hour and \$26.00/hour, payable bi-weekly. The Utility Worker I's pay rate effective January 1, 2024, was determined by the Village Administrator in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator on Exhibit A attached hereto.
- D. Effective January 1, 2024, the pay range for the Utility Worker II position shall be between \$28.00/hour and \$32.00/hour, payable bi-weekly. The Utility Worker II's pay rate effective

January 1, 2024, was determined by the Village Administrator in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator on Exhibit A attached hereto.

- E. Effective January 1, 2024 and into 2025, the pay range for the Utility Worker III position shall be between \$29.27/hour and \$38.59/hour, payable bi-weekly. The Utility Worker III's pay rate effective January 1, 2024, was determined by the Village Administrator in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator on Exhibit A attached hereto.
- F. Effective January 1, 2024, and into 2025, the pay range for the WWTP Class I – Operator of Record position shall be between \$26.46/hour and \$35.28/hour, payable bi-weekly. The Operator of Record's pay rate effective January 1, 2024, was determined by the Village Administrator in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator on Exhibit A attached hereto.
- G. Effective January 1, 2024, and into 2025, the pay range for the WWTP Class II – Operator of Record position shall be between \$29.27/hour and \$36.94/hour, payable bi-weekly. The Operator of Record's pay rate effective January 1, 2024, was determined by the Village Administrator in conformance with the approved budget and certified by the Fiscal Officer and Village Administrator on Exhibit A attached hereto.
- D. Effective January 1, 2024, and into 2025, the pay range for the Zoning Administrator/Code Enforcement Officer position shall be between \$18.00/hour and \$22.00, payable bi-weekly.
- E. Effective immediately, the hourly rate for the part-time Fiscal Officer for 2023 will be \$27.00/hour, and will continue into 2024, payable bi-weekly. The part-time Fiscal Officer's rate of pay was recommended by the Administrative Committee to Council for pay adjustment.
- F. Effective January 1, 2024, the annual salary of the full-time Village Administrator shall be \$70,000.00. The Village Administrator's salary was recommended by the Administrative Committee to Council for pay adjustment.
- G. If the Fiscal Officer and Village Administrator fail to provide a certification of pay rates to Council at the Council's first regular meeting of 2024 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.
- H. 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 3. This Ordinance is determined to be an emergency, necessary for the immediate preservation of public peace, health and safety, such emergency arising out of its necessity to provide a fair wage for Village employees.

O-23-12D

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 12-4-23

ATTEST _____
CLERK OF COUNCIL

PRESIDENT OF COUNCIL

APPROVED AS TO FORM:

MAYOR

LEGAL COUNSEL

DATE APPROVED 12-4-23

I hereby certify that the ordinance or a summary of the ordinance was published once a week for two consecutive weeks on _____, 2023 and _____, 2023 in conformance with the Ohio Revised Code 731.21(A).

FISCAL OFFICER

