

ORDINANCE NO. 66-2018

**AN ORDINANCE ESTABLISHING BASE SALARIES
FOR THE VARIOUS PERSONNEL AND DEPARTMENTS
FOR THE VILLAGE OF LOUDONVILLE, OHIO, DURING
THE CALENDAR YEAR 2019 AND THEREAFTER,
AND DECLARING EMERGENCY.**

WHEREAS, in order to maintain the efficient operation of the various departments of the Village of Loudonville, Council deems it necessary to adjust the wages and salaries of the employees of said Village, effective December 15, 2018, unless otherwise provided herein.

NOW THEREFORE, BE ORDAINED BY THE COUNCIL OF THE VILLAGE OF LOUDONVILLE, STATE OF OHIO:

SECTION 1: COMPENSATION.

That personnel of the various departments of the Municipality shall receive compensation for their services payable in the respective amounts set forth in this Ordinance, and as further provided by any legislation of Council passed prior to the date of this Ordinance, which is not inconsistent herewith, and from the various funds of the Village designated herein.

SECTION 2: ADMINSTRATIVE APPOINTEES-GENERAL FUND.

Unless otherwise specified, all wages in this Section 2 to be paid from the General Fund.

- A. Fiscal Officer: \$ 48,737.00 per annum, payable bi-weekly, for services rendered, out of the following funds: Cemetery Fund - \$260.00; General Fund - one-half (1/2) of the balance; Water Fund - one-quarter (1/4) of the balance; and Sewer Fund - one-quarter (1/4) of the balance.

- B. Assistant Fiscal Officer: \$ 17.20 per hour, payable bi-weekly, and paid from the following funds at the following rates:
 - One-half (1/2) from the General Fund
 - One-quarter (1/4) from the Water Fund
 - One-quarter (1/4) from the Sewer Fund

- C. Tax Clerk: \$13.94 per hour payable bi-weekly from the following funds at the following rates:
 - One-half (1/2) from the Income Tax Fund.
 - One-half (1/2) from the General Fund.

- D. Deputy Clerks: \$12.68 per hour payable bi-weekly from the following funds at the following rates:
 - One-half (1/2) from the General Fund
 - One-quarter (1/4) from the Water Fund
 - One-quarter (1/4) from the Sewer Fund

- E. Codes Enforcement Officer: \$3,388.00 per year, payable in twelve equal monthly installments, unless the position of Codes Enforcement Officer is filled by the Village Administrator, in which case the position will not be compensated by any compensation other than that provided for the position of Village Administrator.
- F. Part-time Clerical Assistant: \$9.73 per hour, payable bi-weekly, and paid from the following funds at the following rates:
 - One-third (1/3) from the General Fund
 - One-third (1/3) from the Water Fund
 - One-third (1/3) from the Sewer Fund
- G. Secretary: \$8.49 per hour, for actual hours worked only, payable bi-weekly.
- H. Archivist, Loudonville Records Commission: \$520.00 per year, payable in twelve equal monthly installments
- I. Administrative Secretary: \$ 12.70 per hour for actual hours worked only, payable bi-weekly.
- J. Mayor's Court Clerk of Court: \$4,596.00 per year, payable in twelve equal monthly installments.
- K. Compensation herein shall be paid for services actually rendered to the Village in the prior month if payable monthly and in the applicable pay period if paid bi-weekly.
- L. Compensation for Secretary, Zoning Board of Appeals, Secretary Loudonville Planning Commission, Tree Commission Secretary and Recreation Board Secretary shall be paid as provided for above with the exception that if the duties of said positions are performed by a full time employee, then that employee shall be paid his/her regular wages, including overtime if applicable.

SECTION 3: ADMINISTRATIVE APPOINTEES-POLICE DEPARTMENT-POLICE FUND.

All wages in this Section 3 to be paid from the Police Fund.

- A. Police Chief: \$ 22.65 per hour, payable bi-weekly.
- B. Police Captain: \$ 20.15 per hour, payable bi-weekly.
- C. Police Sergeant: \$ 19.60 per hour, payable bi-weekly.
- D. Full-time Police Officer, payable bi-weekly as follows:

- 1) Police Officer employed with Village for fewer than 2 years, \$17.68 per hour, payable bi-weekly.
- 2) Police Officer employed with the Village for more than 2 years but fewer than 3 years, \$17.88 per hour payable bi-weekly.
- 3) Police Officer employed with the Village for more than 3 years but fewer than 4 years, \$ 18.08 per hour payable bi-weekly.
- 4) Police Officer employed with the Village for more than 4 years but fewer than 5 years, \$ 18.28 per hour payable bi-weekly.
- 5) Police Officer employed with the Village for more than 5 years but fewer than 6 years, \$ 18.48 per hour payable bi-weekly.
- 6) Police Officer employed with the Village for more than 6 years but fewer than 7 years, \$ 18.68 per hour payable bi-weekly.
- 7) Police Officer employed with the Village for more than 7 years but fewer than 8 years, \$ 18.88 per hour payable bi-weekly.
- 8) Police Officer employed with the Village for more than 8 years but fewer than 9 years, \$ 19.08 per hour payable bi-weekly.
- 9) Police Officer employed with the Village for more than 9 years but fewer than 10 years, \$ 19.28 per hour payable bi-weekly.
- 10) Police Officer employed with the Village for more than 10 years but fewer than 11 years, \$ 19.33 per hour payable bi-weekly.
- 11) Police Officer employed with the Village for more than 11 years but fewer than 12 years, \$ 19.38 per hour payable bi-weekly.
- 12) Police Officer employed with the Village for more than 12 years but fewer than 13 years, \$ 19.43 per hour payable bi-weekly.
- 13) Police Officer employed with the Village for more than 13 years but fewer than 14 years, \$ 19.48 per hour payable bi-weekly.
- 14) Police Officer employed with the Village for more than 14 years but fewer than 15 years, \$ 19.53 per hour payable bi-weekly.
- 15) Police Officer employed with the Village for more than 15 years, \$19.58 per hour payable bi-weekly.

E. Auxiliary Police Officer: \$15.00 per hour, payable bi-weekly.

F. Part-Time Auxiliary Detective: \$15.00 per hour, payable bi-weekly, not to exceed 29 hours per week and not entitled to benefits.

G. Auxiliary Police Officer Trainee: The minimum wage required by law for the individual, payable bi-weekly.

H. Police officers and auxiliary officers who are Qualified BAC Datamaster Operator(s): \$200.00 per year in addition to any other salary payable by the Village, payable annually.

I. Administrative Secretary, Loudonville Police Department: \$ 12.70 per hour for actual hours worked only, payable bi-weekly.

- J. K-9 Officer(s): \$150.00 per year in addition to any other salary payable by the Village, payable annually, for care of the dog.
- K. Probationary Period: All hourly Police Department employees shall be paid \$0.25 per hour less than the established wage rate for their position, or the Ohio Minimum Wage required by law, whichever amount is greater, during the probationary period not otherwise waived in accordance with the laws and ordinances of the Village of Loudonville, Ohio.
- L. Compensation herein shall be paid for services actually rendered to the Village in the prior month if payable monthly and in the applicable pay period if paid bi-weekly.

SECTION 4: ADMINISTRATIVE APPOINTEES-FIRE DEPARTMENT-GENERAL FUND / EMS FUND.

All wages in this Section 4 to be paid from the General Fund and from the EMS Fund, as appropriated.

- A. Fire/E.M.S. Supervisor: \$17.35 per hour, payable bi-weekly.
- B. Fire Chief: \$2,000.00 per year, payable in twelve equal monthly installments, provided that the Fire Chief does not hold the position of Fire/E.M.S. Supervisor.
- C. Assistant Fire Chief(s): \$650.00 per year, payable in twelve equal monthly installments.
- D. Captains (6): \$250.00 each per year, payable in twelve equal monthly installments.
- E. Secretary/Treasurer: \$400.00 per year, payable in twelve equal monthly installments.
- F. Mechanic: \$246.00 per year, payable in twelve equal monthly installments.

In addition to the above compensation, the Chief and Assistant Fire Chief and each fireman shall received \$8.25 for each attendance at regular meetings, not to exceed twelve (12) meetings in one (1) calendar year; \$15.00 per regular drill for each attendance at regular drills not to exceed twenty-four (24) drills in each calendar year; \$25.00 per call for each fire to which he or she responds.

- G. E.M.S. Coordinator: \$500.00 per year, payable in twelve equal monthly installments.
- H. Full-time Firefighter Paramedic (Codified Ord. Section 240.08): payable bi-weekly as follows:
 - 1) Firefighter Paramedic employed with the Village for more than 15 years: \$16.42 per hour thereafter, payable bi-weekly.

- 2) Firefighter Paramedic employed with the Village for more than 5, but fewer than 15 years: \$ 14.67 per hour thereafter, payable bi-weekly.
 - 3) Firefighter Paramedic employed with the Village for fewer than 5 years: \$ 13.92 per hour thereafter, payable bi-weekly.
- I. Full-time Firefighter Advanced Emergency Medical Technician (Codified Ord. Section 240.09): \$ 13.00 per hour, payable bi-weekly.
 - J. Full-time Firefighter Emergency Medical Technician (Codified Ord. Section 240.10): \$ 12.50 per hour, payable bi-weekly.
 - K. Part-time Firefighter Paramedic (Codified Ord. Section 240.08): \$13.00 per hour, payable bi-weekly. Position normally encompassing less than 24 hours employment per week and not entitled to benefits.
 - L. Part-time Firefighter Advanced Emergency Medical Technician (Codified Ord. Section 240.09) \$12.00 per hour, payable bi-weekly. Position normally encompassing less than 24 hours employment per week and not entitled to benefits.
 - M. Part-time Firefighter Emergency Medical Technician (Codified Ord. Section 240.10): \$10.00 per hour, payable bi-weekly. Position normally encompassing less than 24 hours employment per week and not entitled to benefits.
 - N. Volunteer Firefighter Paramedic EMT-I and EMT-P (Codified Ord. Section 240.09): \$24.00 per call for each emergency medical call to which he or she responds.
 - O. Volunteer EMT-B and EMT-R (Codified Ord. Section 240.10): \$20.00 per call for each emergency medical call to which he or she responds.
 - P. Volunteer Firefighter Ambulance Driver (Codified Ord. Section 240.11): \$18.00 per call for each emergency medical call to which he or she responds.
 - Q. Compensation for full-time and part-time employees herein shall be paid for services actually rendered to the Village in the applicable pay period if paid bi-weekly. Compensation for volunteer employees shall be paid for services actually rendered to the Village monthly in the second pay period of the month following the calendar month when the services were rendered, except where said services were rendered after certification as provided for in Loudonville Codified Ordinance 240.01(c), in which case the services shall be accounted for in the compensation the following month. These amounts are intended to represent fair and accurate reimbursements for the resources expended by volunteers. These include fuel, meals, vehicle use, and other expenses volunteers face in serving the Village.

SECTION 5. ADMINISTRATIVE APPOINTEES-GENERAL FUND.

All wages in this Section 5 to be paid from the General Fund.

- A. Caretaker/Custodian for Youth Building and Village Office Buildings: The minimum wage required by law, payable bi-weekly.
- B. Park Maintenance Worker: \$9.10 per hour, payable in bi-weekly installments for a period of 24 weeks unless otherwise approved by Council.
- C. Director of Summer Playground: \$1,800.00 per year, payable bi-weekly for the period of June 1st through August 31st.
- D. Seasonal Employment, Playground Leader: \$8.50 per hour, payable bi-weekly.
- E. Compensation herein shall be paid for services actually rendered to the Village in the prior month if payable monthly and in the applicable pay period if paid bi-weekly.

SECTION 6. ADMINISTRATIVE APPOINTEES-SWIMMING POOL FUND.

All wages in this Section 6 to be paid from the Swimming Pool Fund.

- A. Seasonal Employment, Pool-Park Manager: \$ 10,250.00 per year, payable bi-weekly for the period of April 1st through September 15th.
- B. Seasonal Employment, Pool Assistant Manager: \$10.00 per hour payable bi-weekly. In addition, Pool Assistant Manager shall be paid an additional \$1.00 per hour if he/she possesses Lifeguard Certification.
- C. Seasonal Employment, Pool Lifeguards: \$10.00 per hour, payable bi-weekly. In addition, Pool Lifeguards shall be paid \$1.00 per hour in addition to their hourly wages provided herein for time worked teaching private swim lessons at the pool.
- D. Seasonal Employment, Head Lifeguard: \$10.25 per hour, payable bi-weekly.
- E. Seasonal Employment, Concession Workers: \$8.25 per hour, payable bi-weekly.
- F. Seasonal Employment, Pool Labor: Utilized in preparing the pool for opening or for any position for which no specific wage rate has been established; the minimum wage required by law for the individual, payable bi-weekly.
- G. Seasonal Employment, Pool PIC: Any individual employed for the position of Pool PIC shall receive compensation at the rate of \$8.75 per hour in lieu of any lower base compensation rate, when such individual is requested by the Pool Manager to perform those duties that are consistent with the duties and functions of the Pool Manager and Assistant Manager, in the absence of the Pool Manager or Assistant Manager, or when

the Pool Manager or Assistant Manager is not otherwise able to fulfill his or her supervisory duties.

The higher rate of compensation will only be paid to the Pool PIC for those hours or service rendered in a supervisory capacity in the absence of the Pool Manager and/or Assistant Manager or at the specific request of the Pool Manager when the Pool Manager is otherwise unable to attend to his or her supervisory duties.

H. Compensation herein shall be paid for services actually rendered to the Village in the prior month if payable monthly and in the applicable pay period if paid bi-weekly.

SECTION 7. ADMINISTRATIVE APPOINTEES-STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND.

Unless otherwise specified, all wages in this Section 7 to be paid from the Street Construction, Maintenance and Repair Fund.

- A. Superintendent, Maintenance Department: \$ 21.67 per hour, payable bi-weekly.
- B. Assistant Superintendent, Maintenance Department: \$ 19.00 per hour, payable bi-weekly and paid at the rate of \$0.25 per hour less than the designated wage for a six (6) month probationary period.
- C. Street Maintenance Worker I: \$ 14.65 per hour, payable bi-weekly and paid at the rate of \$0.25 per hour less than the designated wage for a six (6) month probationary period. If the Street Maintenance Worker I is designated as a part-time employee by the Village Administrator, the wage shall be \$13.20 per hour and shall be paid from the following funds: one-half (1/2) from the Street Maintenance Fund and one-half (1/2) from the Storm Drainage Fund.
- D. Street Maintenance Worker II: \$ 15.05 per hour, payable bi-weekly, and paid at the rate of \$0.25 per hour less than said designated wage during any probationary period. If the Street Maintenance Worker II is designated as a part-time employee by the Village Administrator, the wage shall be \$13.60 per hour and shall be paid from the following funds: one-half (1/2) from the Street Maintenance Fund and one-half (1/2) from the Storm Drainage Fund.
- E. Custodial Worker: The minimum wage required by law per hour, payable bi-weekly. Said position shall be limited to no more than fifteen (15) hours of work for every two-week pay period and shall not be entitled to any insurance or other benefits.
- F. Equipment Mechanic: \$ 15.45 per hour, payable bi-weekly and paid at the rate of \$0.25 per hour less than the designated wage for a six (6) month probationary period.
- G. Street Maintenance Worker: \$ 12.00 per hour, payable bi-weekly, and paid at the rate of \$0.25 per hour less than said designated wage during any probationary period.

H. Compensation herein shall be paid for services actually rendered to the Village in the prior month if payable monthly and in the applicable pay period if paid bi-weekly.

SECTION 8. ADMINISTRATIVE APPOINTEES-WATER AND SEWER FUNDS.

All wages in this Section 8 to be paid one-half (½) from the Water Fund and one-half (½) from the Sewer Fund.

- A. Utilities Superintendent: \$ 27.94 per hour, payable bi-weekly. In addition, said hourly wage shall be increased by an additional \$0.52 per hour for each additional license held or obtained by the Utilities Superintendent over and above the Water Operator Class II and Wastewater Operator Class II Licenses, and by an additional \$0.25 per hour if a valid Water Laboratory Certification is possessed by the holder of the position.
- B. Assistant Utilities Superintendent: \$ 25.26 per hour, payable bi-weekly and paid at the rate of \$0.25 per hour less than the designated wage for a six (6) month probationary period. In addition, said hourly wage shall be increased by an additional \$0.52 per hour for each additional license held or obtained by the Assistant Utilities Superintendent over and above the Water Operator Class II and Wastewater Operator Class II Licenses, and by an additional \$0.25 per hour if the Assistant Utilities Superintendent obtains and maintains a valid Water Laboratory Certification.
- C. Treatment Plant Operator: \$ 20.30 per hour, payable bi-weekly, and paid at the rate of \$0.25 per hour less than the designated wage for a six (6) month probationary period. In addition, said hourly wage shall be increased by an additional \$0.52 per hour for each additional license held or obtained by the Treatment Plant Operator over and above the Water Operator Class II and Wastewater Operator Class II Licenses, and by an additional \$0.25 per hour if the Treatment Plant Operator obtains and maintains a valid Water Laboratory Certification.
- D. Operator Trainee: \$ 16.14 per hour, payable bi-weekly, and paid at the rate of \$0.25 per hour less than the designated wage for a six (6) month probationary period. In addition, said hourly wage shall be increased by an additional \$0.52 per hour for each additional license held or obtained by the Operator Trainee over and above the Water Class I and Sewer Class I Licenses, and by an additional \$0.25 per hour if the Operator Trainee obtains and maintains a valid Water Laboratory Certification.
- E. Water/Wastewater General Laborer: \$ 12.27 per hour, payable bi-weekly, and paid at a rate of \$0.25 per hour less than the designated wage for a six (6) month probationary period. Said compensation shall be increased by \$.025 per hour payable bi-weekly, if such individual possesses a valid Water Laboratory Certification from the State of Ohio.
- F. Compensation herein shall be paid for services actually rendered to the Village in the prior month if payable monthly and in the applicable pay period if paid bi-weekly.

SECTION 9. ADMINISTRATIVE APPOINTEES-CEMETERY FUND.

All wages in this Section 9 to be paid from the Cemetery Fund.

- A. Cemetery Trustee: \$240.00 per year, payable monthly. The President of the Board of Cemetery Trustees shall further be paid an additional \$84.00 per year, payable monthly.
- B. Cemetery Maintenance Worker: \$ 15.05 per hour, payable bi-weekly and paid at the rate of \$0.25 per hour less than the designated wage, for a six (6) month probationary period for general maintenance work in the Cemetery. The Cemetery Maintenance Worker shall receive a stipend of \$110.00 for each grave dug and closed, and a stipend of \$60.00 for each cremation opening and closing. No hourly wage shall be paid for opening and closing of graves for interment or cremation burials.
- C. Unskilled Labor: \$14.00 per hour, payable bi-weekly.
- D. Compensation herein shall be paid for services actually rendered to the Village in the prior month if payable monthly and in the applicable pay period if paid bi-weekly.

SECTION 10. ADMINISTRATIVE APPOINTEES-VILLAGE ADMINISTRATOR.

- A. Village Administrator: \$ 57,744.00 per annum, payable bi-weekly from the following funds: General Fund - one-fourth (1/4), Maintenance Fund – one-fourth (1/4), Water Fund - one-fourth (1/4) and Sewer Fund - one-fourth (1/4). In addition, said salary shall be increased by an additional \$1,080.00 per annum for each additional license held or obtained by the Village Administrator over and above the Water Operator Class II and Wastewater Operator Class II Licenses, and by an additional \$520.00 per annum if a valid Water Laboratory Certification is possessed by the holder of the position. Additional compensation for licenses held shall be paid from the Water Fund or Sewer Fund, as each corresponds to the license or certification for which the Village Administrator is being compensated.

SECTION 11. ADMINISTRATIVE APPOINTEES-THEATER FUND.

All wages in this Section 11 to be paid from the Theater Fund.

- A. Theatre Director: \$ 30,520.00 per year payable in bi-weekly installments.
- B. Theatre Manager: \$10.00 per hour payable in bi-weekly installments for actual hours worked, not to exceed 29 hours per week, and not entitled to benefits.
- C. Part-Time Theater Concession Worker: The minimum wage required by law per hour, and payable bi-weekly.
- D. Theater Projectionist: \$ 9.00 per hour payable in bi-weekly installments.

E. Theater Staff: The minimum wage required by law per hour, and payable bi-weekly.

SECTION 12. OVERTIME COMPENSATION.

Certain salaried employees of the Village may meet the criteria to be exempted from overtime provisions of the Federal Fair Labor Standards Act (FLSA). If an appointing authority decides to exempt such an employee, the employee shall be notified in writing of his/her exempt status.

In the event a non-exempt employee is required to work overtime, he/she shall be entitled to compensation at one and one-half (1½) times his/her regular hourly rate of pay for all hours worked in excess of forty (40) hours in one work week.

For definition purposes in this Section, exempt and non-exempt employee shall have the same definition as outlined in the FLSA.

SECTION 13. PROVISIONS

That the provisions of any and all laws or ordinances of the Village of Loudonville which are inconsistent with the terms of this Ordinance are hereby repealed. The terms and provisions of any and all ordinances previously passed by Council which are not otherwise inconsistent with the terms and provisions of this Ordinance, shall remain in full force and effect.

SECTION 14. EFFECTIVE DATE

That the wage rates and compensation provided for herein shall be effective the pay period beginning December 15, 2018.

SECTION 15. PROBATIONARY WAGES

Probationary wages shall be paid to employees who are employed in a position with a probationary wage during the probationary period, whether said employee is a new employee of the Village or is moving to a new position in the employ of the Village.

SECTION 16. FULL TIME EMPLOYEE HEALTH INSURANCE

Full-time Village employees may be offered health and/or other insurance products as an employment benefit. All full-time Village employees that participate in the medical, vision, dental, and/or life insurance plans, provided to the employee(s) as a benefit of their employment, shall be responsible for and required to pay fourteen percent (14%) of the total premium for all such coverage(s). The employee's share shall be paid by payroll deductions withheld from each of the insured employee's wage or salary payments. To the extent possible, the deductions shall be in equal amounts every pay period.

SECTION 17.

This Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health and safety of the Village of Loudonville, for the reason that wages must be established for village employees for the provision of services that are essential to public peace, health, and safety. This Ordinance shall therefore take effect and be in force immediately upon its passage and shall change compensation as set forth above beginning with the pay period beginning December 15, 2018.

Passed: _____

Stephen Stricklen, Mayor

ATTEST:

Elaine Van Horn, Fiscal Officer

Thom Gilman, Solicitor