

AN ORDINANCE UPDATING AND AMENDING PAYROLL ORDINANCE 22-11-3 (INCLUDING ORDINANCES: 21-04-1; 07-9-3; 09-4-1; 09-9-2; 10-7-2; 10-10-3; 16-10-2; 17-10-2, 19-4-1, 19-7-1, 19-11-1, 20-10-2, 21-4-1 and 21-6-2) AND TO DECLARE AN EMERGENCY.

BE IT ORDAINED by the Council of the Village of Waynesfield, County of Auglaize, State of Ohio that the following pay scale be adopted:

#### SECTION I. EMPLOYEE PAY SCALE

##### 1.01 POLICE DEPARTMENT

Police Chief – \$45,000.00 to \$65,000.00

Patrolman – Prevailing Minimum Wage to \$15.00 per hour

##### 1.02 COUNCIL RESPONSIBILITY

Village Administrator - \$50,000.00 to \$80,000.00 /year

Administrative Assistant - \$11.00 to \$17.00 per hour

Utility Superintendent \$15.00 to \$25.00 per hour

Fiscal Officer - \$32,000.00 to \$50,000.00 /year

Utilities Clerk - \$30,160.00 to \$37,440.00 /year

Village Maintenance Personnel:

Class C – 10.00 to \$15.00 per hour

Class B - \$11.00 to \$18.00 per hour

Class A - \$15.00 to \$24.00 per hour

Class A Senior - \$15.00 to \$28.00 per hour

Not to exceed 40 hours per week except in an emergency as approved.

All Part-Time Employees- Prevailing Minimum Wage to 20.00 per hour.

Part-time employees will NOT receive any benefit packages compensation.

Example: Sick time, vacation time, personal time, or health insurance.

Part-time employees will not work more than 29 hours per week or 129 hours per month.

Part-time employee's duties and times will be assigned by the Village Administrator.

Part-time employees working past the normal working day (typically 3:30 p.m.) shall be compensated at a rate of time and a half when approved by the administrator.

#### SECTION II. PROBATIONARY PERIOD

A 45 Working Day period of Probation will be required for part-time employees and a 90 Calendar Day period will be required for full-time employees. If their work is not satisfactory they may be terminated immediately at any time during the period. No employee may be paid Holiday, Vacation or Sick Pay during this Probationary Period, except when the employee transfers from another position within the village wherein they have previously qualified for holiday, vacation and sick pay.

#### SECTION III. TIME SHEETS & TIME CLOCK

111.01 All non-salaried, non-police village employees are required to clock in and out on designated time clocks. Pay times will be started on next quarter hour after clocking in. There will be a 15-minute window for clocking in and out. All non-salaried employees must clock in and out for lunch break. Employees must sign time cards and time sheets. All time cards and time sheets must also be signed by an immediate supervisor.

111.02 Police Chief must turn in a schedule of individual hours to be worked to the Village Fiscal Officer and Mayor for the upcoming month prior to the first day of the month. The Village Fiscal Officer and Mayor must realize these hours are subject to change without notice, or with limited notice, due to the nature of the job, however. All hourly paid police personnel must clock in and out on a time clock and will be paid according to the clock in and clock out times. The Salaried Police Chief shall keep a record of hours worked on a time sheet to ensure a minimum of forty (40) hours are worked each week, unless sick time, vacation time, personal time, etc., is used in place of working part or all of the forty hours. The Police Chief shall be paid bi-weekly along with all other village employees and shall be paid based on wage set by the village council. The police chief shall not be paid overtime even if more than 40 hours are worked in a week.

111.03 The Village Administrator shall be paid bi-weekly along with all other village employees and shall be paid based on wage set by the village council. The Village Administrator shall be a salary exempt employee.

111.03 All time sheets and time cards are to be turned into the Village Fiscal Officer on Monday following the ending of the pay period, or the checks may be held until the following pay period.

#### SECTION IV. COMPENSATION FOR TRIPS

Reimbursement for the use of private automobile inside or outside of the Village shall be based on the current I.R.S. allowed rate per mile. All trips for which compensation will be paid (fees, mileage, food or lodging) must first be approved by the Mayor, Council or the Village Administrator.

#### SECTION V. VACATION TIME

V.01 No vacation time shall be granted until a full-time employee has completed one full year of employment with said village.

V.02 After one (1) full year of employment, full-time employees shall receive five (5) days of paid vacation time. After two (2) years of continuous employment, full-time employees shall receive ten (10) days of paid vacation time. After seven (7) years of continuous employment, full-time employees shall receive Fifteen (15) days of paid vacation time. After ten (10) years of continuous employment, full-time employees shall receive twenty (20) days of paid vacation time. After fifteen (15) years of continuous employment, full-time employees shall receive twenty-five (25) days of paid vacation time. After twenty (20) years of continuous employment, full-time employees shall receive thirty (30) days of paid vacation time. Earned vacation time shall be dispensed on January 1, of each year.

V.03 This vacation time is to be taken in the vacation year accrued except as set forth in V.04. A maximum of ten (10) days of unused vacation will be paid to the employee with the prior approval of Council or the Village Administrator, whichever is the hiring body.

V.04 No more than fifteen (15) days of vacation time may be carried over into the next vacation year (calendar of fiscal) which right shall not be cumulative.

V.05 Between the first anniversary of the new employee's employment and the end of the calendar year in which the first anniversary occurs, the new employee shall be granted vacation time as set forth in attached "Exhibit A" to be dispensed upon anniversary date.

#### SECTION VI. EMERGENCY HOURS

Full-time employees shall be paid for their regular work days during the week between Christmas and New Year's, and shall be paid extra for emergencies other than the hours assigned by their supervisor during this time period.

#### SECTION VII. PAID HOLIDAYS

Paid holidays for full-time employees shall be Christmas Eve Day, Christmas Day, New Year's Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, the Fourth of July and Memorial Day. In the event a paid holiday falls on Saturday or Sunday, the following Monday would be the day of observance.

#### SECTION VIII. WORK IN OTHER DEPARTMENTS

Any employee of the Village of Waynesfield or Village Administrator who works in any department other than his or her own scheduled position shall receive his or her regular hourly wage for his or her time in that department.

#### SECTION IX. OVERTIME HOURS/WEEKEND PAY

IX.01 Any employee who works more than forty (40) hours per week shall receive one and one half (1 ½) times their normal pay for the overtime hours. Salary employees are exempt from overtime pay.

IX.02 Any employee, including salary employees, that are on call for the weekend will receive a \$75.00 on call pay for each weekend they are on call. If the time of on call extends past 2 hours due to unexpected circumstances the hourly employee will also receive overtime pay.

#### SECTION X. ANNUAL SICK TIME (Upon effective date of October 11, 2000.)

X.01 Each full-time employee of the Village of Waynesfield shall be entitled to 4.6 hours of sick leave per 80 hours' service upon completion of the probationary period. Employees may use sick leave upon approval of the Mayor, Council or Village Administrator, for absences due to illness, injury or exposure to contagious disease which could be communicated to other employees.

X.02 Employees who do not use the allotted sick hours may accumulate the remaining hours up to a limit of 1000 hours

#### SECTION XI SICK TIME ACCUMULATE BEFORE MAY, 1994.

XI.01 Full-time employees of the Village and Village Administrator who had accumulated sick leave hours prior to the date of enactment shall remain in that employee's credit.

XI.02 If, due to extended illness, injury, or exposure to contagious disease which could be transmitted to other employees, an employee uses all of his or her annual sick leave described in Section X he or she may use sick leave accumulated prior to the date of enactment.

XI.03 Upon honorable termination of employment, or upon retirement, full-time employees, as defined in Section XI.01 and XI.02, will be paid fifty (50%) percent of their accumulated sick time.

XI.04 Vacation time shall not be diminished due to the use of sick leave.

XI.05 The Mayor or Village Administrator may require an employee to furnish a satisfactory affidavit of their absence, if the absence is three (3) days or less.

XI.06 Any employee on a sick leave for more than three (3) consecutive days may be required to furnish a certificate from a licensed physician as to the nature of their illness.

XI.07 No sick leave may be granted to an employee after his or her termination or retirement of employment.

#### SECTION XII HEALTH INSURANCE

XII.01 Full-time employees (working thirty-seven (37) or more hours each week) shall be offered Group health Insurance if the applicant meets the Village Insurer's requirements.

#### SECTION XIII PAY RAISES

XIII.01 All new full-time employees will receive a fifty (50) cent per hour raise after completing their probationary period satisfactorily.

XIII.02 Employee performance evaluations shall be completed between September 1, and October 1 annually and non-probationary employees may be eligible for a pay increases at this time, and every six (6) months thereafter.

XIII.03 Employees may be eligible for a pay raise based upon written recommendation from their supervisor, at the option of the Council. Said pay raise must be listed in the minutes of the Council meeting and a letter to the Fiscal Officer being sufficient instruction to grant the raise on the payroll check.

#### RESCIND/SUPERCEDE PRIOR PAYROLL ORDINANCES

This Ordinance is to supersede and rescind all other Payroll Ordinances.

BE IT FURTHER ORDAINED that this Ordinance be declared an emergency for the Health, Safety and Welfare of the residents of the Village of Waynesfield and shall go into effective immediately.

VOTE: Ball, Yes; Walti Yes; Hutson, Yes; Miller, Yes; Fox, Yes; Nickles, Yes.

*Sarah Montgomery*

Fiscal Officer

*Rodney H. Davis*  
Mayor