GOVERNMENT FORMS & SUPPLIES (844) 224-3338 FORM NO. 30043

Ordinance No. _____ *Passed* _____, 20__

VILLAGE OF NAVARRE
STARK COUNTY, OHIO
ORDINANCE 13-2020

AN ORDINANCE TO PROVIDE FOR THE SALARIES, WAGES, HOLIDAYS, VACATION TIME AND PAY, AND JOB DESCRIPTIONS OF VARIOUS FULL AND PART-TIME EMPLOYEES AND OTHER OFFICIALS OF THE VILLAGE OF NAVARRE, OHIO

WHEREAS, it is in the best interest of the health, safety and welfare of the residents of the Village of Navarre, Ohio, to provide for the salaries, wages, holidays, vacation time and pay, and job descriptions of various employees and other officials of the Village of Navarre, Stark County Ohio, and

WHEREAS, the most recent ordinance setting forth the salaries, wages, and other benefits due Village full and part-time employees was Ordinance 11-2018, and

WHEREAS, due to changed circumstances, it is necessary to adjust one pay category until the Village next updates all salaries, wages, and other benefits,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NAVARRE, STATE OF OHIO, THAT ORDINANCE 11-2018 IS AMENDED THUSLY:

SECTION 1: The listing of a salary as provided for herein, other than an hourly rate, shall be construed as a base rate from which an hourly rate may be computed, as appropriate, in order to provide for any overtime rate calculations which may be required by this ordinance, or mandated by State or Federal law or regulation.

SECTION 2: POLICE DEPARTMENT:

A. CHIEF: For the year commencing with the first regular pay of January 2018: $24.18/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $24.78/hour.

B. CAPTAIN: For the year commencing with the first regular pay of January 2018: $20.74/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $21.34/hour.

B(1). ACTING INTERIM CHIEF OF POLICE: For the year commencing with the first regular pay of January 2018: $20.74/hour and for the year commencing with the first regular pay of January 2019 and thereafter: $21.34/hour.

C. LIEUTENANT: For the year commencing with the first regular pay of January, 2018: $20.21/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $20.81/hour.

D. SERGEANT: For the year commencing with the first regular pay of January 2018: $19.67/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $20.27/hour.

E. DETECTIVE: For the year commencing with the first regular pay of January 2018: $20.74/hour, and for the year and a half commencing with the first regular pay of January 2019; and $19.80 for the second half of the year 2020 effective July 1, 2020.

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F. PATROL PERSON: For the year commencing with the first regular pay of January 2018: $18.71/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $19.31/hour.

G. Persons being paid under sub-sections A through F, above, who have a certificate as a certified instructor, shall be paid an additional $0.49 per hour, and persons who obtain such certificate shall, commencing with the next pay period, be paid an additional $0.49 per hour.

H. Persons being paid under sub-sections A through F, above, who have a certificate as a Drug Abuse Resistance Education (DARE) Officer, shall be paid an additional $0.49 per hour, and persons who obtain such certificate shall, commencing with the next pay period, be paid an additional $0.49 per hour.

I. Persons being paid under sub-sections A through F, above, who have a certificate as an Emergency Medical Technician (EMT) shall be paid an additional $0.49 per hour, and persons who obtain such certificate shall, commencing with the next pay period, be paid an additional $0.49 per hour.

J. Persons being paid under sub-sections A through F, above, who have a certificate as a canine handler, shall be paid an additional $0.96 per hour, and persons who obtain such certificate shall, commencing with the next pay period, be paid an additional $0.96 per hour.

SECTION 3: STREET DEPARTMENT:

A. STREET SUPERINTENDENT: For the year commencing with the first regular pay of January 2018: $20.76/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $21.36/hour.

B. ASSISTANT STREET SUPERINTENDENT: For the year commencing with the first regular pay of January 2018: $18.52/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $19.12/hour.

C. VILLAGE MAINTENANCE TECHNICIAN: For the year commencing with the first regular pay of January 2018: $18.52/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $19.12/hour.

D. STREET LABORER: For the year commencing with the first regular pay of January 2018: $16.75/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $17.35/hour.

E. Persons being paid under subsections A through D, above, who have a certificate as an ASE Certified Mechanic, shall be paid an additional $0.49 per hour, and persons who obtain such certificate shall, commencing with the next pay period, be paid an additional $0.49 per hour.

PROVIDED, HOWEVER, THAT THE PROBATIONARY LEVEL PAY FOR THIS POSITION SHALL BE, INSTEAD: $11.00/hour.

SECTION 4: WATER AND SEWER DEPARTMENT:

A. SUPERINTENDENT - WATER TREATMENT PLANT AND WASTEWATER TREATMENT PLANT (must hold and maintain at least a Class II wastewater treatment and a Class I water treatment license): For the year commencing with the first regular pay of January 2018: $26.05/hour, and for the year commencing with the first regular pay of January 2019, and thereafter: $26.65/hour.

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B. SUPERINTENDENT - WASTEWATER TREATMENT PLANT (must hold and maintain at least a Class II wastewater treatment license): For the year commencing with the first regular pay of January 2018: $21.61/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $22.21/hour.

C. ASSISTANT SUPERINTENDENT - WASTEWATER TREATMENT PLANT (must hold and maintain at least a Class II wastewater treatment license): For the year commencing with the first regular pay of January 2018: $21.61/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $22.21/hour.

D SUPERINTENDENT - WATER TREATMENT PLANT (must hold and maintain at least a Class I water treatment license): For the year commencing with the first regular pay of January 2018: $21.61/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $22.21/hour.

E. LABORATORY TECHNICIAN (must hold and maintain at least a Class I wastewater treatment and a Class I water treatment license): For the year commencing with the first regular pay of January 2018: $18.52/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $19.12/hour.

F. LINE TECHNICIAN (must hold and maintain at least a Class I water treatment license): For the year commencing with the first regular pay of January 2018: $18.52/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $19.12/hour.

G. CHIEF MAINTENANCE/SLUDGE OPERATOR (must hold and maintain at least a Class I wastewater treatment license): For the year commencing with the first regular pay of January 2018: $18.52/hour, and for the year commencing with the first regular pay of January 2019 and thereafter: $19.12/hour.

H. UTILITIES LABORER: For the year commencing with the first regular pay of January 2018: $16.75/hour, and for the year commencing with the first regular pay of January, 2019, and thereafter: $17.35/hour.

PROVIDED, HOWEVER, THAT THE PROBATIONARY LEVEL PAY FOR THIS POSITION SHALL BE, INSTEAD $11.00/hour.

I. Persons who have State of Ohio accredited licenses, either water or wastewater, shall be paid an additional $0.97/hour for each and every license so obtained, and persons who obtain such licenses shall, commencing with the next pay period, be paid an additional $0.97/hour for each and every license so obtained, PROVIDED, HOWEVER, that the total number of such licenses for this additional pay shall be limited to a total of two (2) for water, and three (3) for wastewater.

J. PAYMENT OF TUITION AND RELATED EXPENSES: The Village shall pay tuition, registration fees, and related expenses for those full-time Water and Wastewater Department employees attending classes directly related to the obtaining of licenses for water and/or wastewater treatment/operation. However, any employee who leaves the employment of the Village within five (5) years after such payment is made shall fully reimburse the Village for all such payments and expenses.

SECTION 5: OFFICE:

A. CLERK-TREASURER: For the year commencing with the first regular pay of January 2018: $40,408.00/year, and for the year commencing with the first regular pay of January 2019 and thereafter: $41,656.00/year.

B VILLAGE SECRETARY: For the year commencing with the first regular pay of January 2018: $28,308.80/year, and for the year commencing with the first regular pay of January 2019 and thereafter: $29,556.80/year.

SECTION 6: PAID HOLIDAYS AND PERSONAL DAYS IN LIEU THEREOF: Holidays, with pay, for all full-time Village employees, except full-time members of the Navarre Village Police Department, shall be as follows New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, the Friday immediately following Thanksgiving, Christmas, the employee's birthday, and two personal days (to be granted with at least one week's notice to the appropriate superior employee or other Village officer who shall, in his/her discretion, grant or deny a particular request). Full-time members of the Navarre Village Police Department have no paid holidays but shall be given, instead, a total of twelve (12) non-restricted personal days to be arranged by the Navarre Village Police Chief, with the proviso that any unused personal days within a given calendar year shall be forfeited by said full-time police department member, so as not to accumulate from year to year.

SECTION 7: OVERTIME COMPUTATION: For the purpose of computing the first forty (40) hours per week for any overtime payment calculation requirements, the following shall be considered in making this computation actual hours worked, sick leave, which has been granted with sick pay, on a day-to-day basis, and paid holidays.

SECTION 8: TIME-AND-A-HALF AFTER EIGHT HOURS: Time-and-a-half of the hourly-based wage or salary shall be paid to any full-time Village employee for working over eight hours per day, on an emergency call-out, for each hour or part thereof over eight hours.

SECTION 9: NO OVERTIME COMPUTATION FOR PAID HOLIDAY: No overtime computation shall be made for a paid holiday, if the holiday falls on a Saturday or Sunday, provided, however, that in such case a compensatory day off shall be given during the following work week (Village Police Department Excepted).

SECTION 10: INITIAL PROBATIONARY PERIOD, LICENSE REQUIREMENT, EMPLOYMENT AT WILL: All employees initially hired and paid as provided for in this ordinance are subject to an initial 6-month probationary period. Probationary employees to be considered for the position of STREET LABORER will be hired at the probationary wage as defined in Section 3(D), above, for the entire probationary period. If the employee successfully completes the probationary period then said employee will be paid according to the regular wage as defined in Section 3(D), above. Probationary employees to be considered for the position of UTILITIES LABORER will be hired at the probationary wage as defined
in Section 4(H), above, for the entire probationary period. If the employee successfully completes the probationary period then said employee will be paid according to the regular wage as defined in Section 4(H), above. However, any employee hired and paid as provided for in Section 4(H) must obtain at least a Class I water or wastewater license within two years of the initial hire date, and failing to obtain such license within such period will automatically be dismissed as an employee of the Village. UNLESS OTHERWISE PROVIDED FOR BY STATUTE, ALL EMPLOYEES OF THE VILLAGE OF NAVARRE

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ARE EMPLOYEES AT WILL, WITH NO GUARANTEE OF CONTINUED EMPLOYMENT.

SECTION 11: VACATIONS: Vacation time, with pay, for all full-time employees provided for by this ordinance shall be as follows:

One full year: ONE WORK WEEK.
Two through seven full years: TWO WORK WEEKS.
Eight through fourteen full years: THREE WORK WEEKS
Fifteen through nineteen full years: FOUR WORK WEEKS
Twenty through twenty-five full years: FIVE WORK WEEKS

For lengths of service over twenty-five years, employees shall receive one additional day for each full year of service which shall not exceed a total of six work weeks of vacation, per year. Vacation time, with pay, shall be computed based either upon the last date of hire or the confirmed total state pension years of service, whichever provides the longer length of service. Vacation time cannot be accumulated from year to year and vacation time must be arranged, in advance, with the appropriate superior employee or officer. In the event of any emergency, and an employee is called to work during the vacation period, the employee shall be paid for the vacation time and, in addition, shall be paid time-and-a-half for each hour worked, or part thereof.

SECTION 12: FUNERAL LEAVE: In the event that a member of a full-time employee's immediate family dies (mother, father, brother, sister, mother-in-law, father-in-law, child, spouse, grandparent) the employee shall be granted up to three days off or until the day of the funeral, whichever first occurs, with pay. Funeral leave taken during vacation time shall not be reimbursed, nor shall compensatory time off be provided.

SECTION 13: JURY DUTY: In the event that an employee is called to jury duty, the employee shall be paid the difference between the pay for jury service and the regular salary or wage, computed on a per diem basis, upon presentation of written evidence of said jury service.

SECTION 14: PART-TIME POSITIONS:

A. POLICE AUXILIARY: Hourly, for the year commencing with the first regular pay of January 2018, and thereafter: $14.00/hour

B. INCOME TAX ADMINISTRATOR: For the year commencing with the first regular pay of January 2013, and thereafter: $6,000 per year.

C. VILLAGE ADMINISTRATOR: For the year commencing with the first regular pay of January 2018, and thereafter: $13,500 per year (it is understood that this position is entitled to overtime benefits).

D. DEPUTY VILLAGE ADMINISTRATOR: For the year commencing with the first regular pay of January 2018, and thereafter: $6,000 per year.

E. ZONING INSPECTOR/PROPERTY MAINTENANCE OFFICER: For the year commencing with the first regular pay of January 2018, and thereafter: $5,500 per year.

F. PARK GROUNDSKEEPER: For the year commencing with the first regular pay of January 2018, and thereafter, person(s) assigned as park groundskeeper: $3,500 per year.

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G. CEMETERY SEXTON: For the year commencing with the first regular pay of January 2013, and thereafter: $6,000 per year.

H. CEMETERY CLERK: For the year commencing with the first regular pay of January 2013, and thereafter: $5,500 per year.

I. CEMETERY BOARD OF TRUSTEES: For the year commencing with the first regular pay of January 2013, and thereafter: $575 per year.

J. PART-TIME HELPER WHO SHALL NOT WORK IN EXCESS OF TWENTY-FOUR HOURS PER WEEK AND SHALL NOT BE PROVIDED NOR ENTITLED TO ANY OF THE SUPPLEMENTAL BENEFITS PROVIDED TO FULL-TIME EMPLOYEES: Commencing with the first regular pay of January, 2015, and thereafter: $11.50/hour.

SECTION 15: The listing of a salary as provided for herein, other than an hourly rate, shall be construed as a base rate from which an hourly rate may be computed, as appropriate, in order to provide for any overtime rate calculations which may be required by this ordinance, or mandated by State or Federal law or regulation.

SECTION 16: EFFECTIVE DATE: The pay rates and all other matters described in this ordinance shall take effect the first regular pay of January 2018, and shall take precedence over any prior ordinance or section thereof in conflict therewith.

SECTION 17: This ordinance shall take effect at the earliest time permitted by law. This ordinance is deemed an EMERGENCY, not requiring three readings, the Emergency being the need to set an immediate appropriate salary for the Police Detective, whose duty is to protect the health and safety of the Village's residents and visitors, and of property within the Village.

_____ _____

ROBERT L. BENSON, MAYOR Date

ADOPTED as Emergency: _____ Ayes: _____Nays: _____

ATTEST:

_____

ANNE JOHNSON, CLERK-TREASURER