

ORDINANCE NO. 086-17

**AN ORDINANCE ESTABLISHING A NEW POSITION
CLASSIFICATION PAY PLAN FOR EMPLOYEES OF THE CITY
OF NAPOLEON, OHIO FOR THE YEAR 2018; REPEALING
ORDINANCE NO.(S) 061-16 AND 020-17; AND DECLARING AN
EMERGENCY**

WHEREAS, Council reviewed the proposed Year 2018 annual appropriation measure and finds, in general, as it relates to non-bargaining employees of the City of Napoleon, Ohio, that a compensation increase of two percent (2.0%), is generally warranted subject to various considerations as contained herein; and

WHEREAS, Exhibits A, B, and C attached hereto and incorporated herein, reflect pay scales for City of Napoleon non-bargaining employees. The pay scales noted in these Exhibits generally contain a two percent (2.0%) pay increase from the 2017 pay scales; and

WHEREAS, Council desires to make said compensation increases effective on the pay period commencing on or about December 18, 2017; and

WHEREAS, Council desires to adopt a new 2018 Classification Pay Plan for its non-bargaining employees as stated in this Ordinance and Exhibits A, B, and C; **Now Therefore,**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio, (the "City") establishes a new 2018 Position Classification Pay Plan ("Pay Plan") for its non-bargaining employees.

Section 2. That, effective with the first pay period for the Year 2018, that commences on or about December 18, 2017, the pay scale (steps) for the City's non bargaining employees (full time) shall be established as provided in Exhibit "A." Exhibit "A" contains base hourly rates. Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 3 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level of compensation the Department Director or Appointing Authority deems appropriate as listed in Exhibit "A."

Additionally, the pay of the position of Utility Billing Supervisor is hereby amended and set as expressed in Exhibit "A."

Additionally, the pay of the position of Accounts Payable Clerk is hereby amended and set as expressed in Exhibit "A."

Additionally, the pay of the position of Licensed Staff Engineer is hereby amended and set as expressed in Exhibit "A."

Additionally, the pay of the position of Chief Water Treatment Operator is hereby amended and set as expressed in Exhibit "A."

Additionally, the pay of the position of Police Department Lieutenant is hereby amended and set as expressed in Exhibit "A."

Section 3. That, effective with the first pay period for the Year 2018, which commences on or about December 18, 2017, each non-bargaining employee (full time regular) (hourly), subject to Employment Policy Manual Policy §8.10 (Compensation Reviews), is eligible on such employee's annual hiring anniversary date of uninterrupted full time service with the City, to be advanced one (1) step in the Pay Plan until the maximum step is reached. The non-bargaining employee's (full time regular) (hourly) step location prior to advancement in the Pay Plan shall be determined by contrasting the base hourly rate said employee received prior to the enactment of this Ordinance with the table found in Exhibit "A" for the respective year. For new hires, the Department Director or Appointing Authority may place an employee within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Step increases for transfer employees shall be in accordance with §197.09(e) of the Personnel Code. A mere reclassification of a current position, where job duties are substantially the same, does not constitute a transfer.

Section 4. That, effective with the first pay period for the Year 2018, that commences on or about December 18, 2017, the pay scale for non-bargaining employee (salaried) (full time) positions of this City which are exempt under the Fair Labor Standards Act (FLSA) as it relates to overtime, shall be provided, unless modified, as established in Exhibit "B," attached and incorporated herein, (expressed in base biweekly salary amounts). Subject to the provisions of the City's Personnel Code, the Employment Policy Manual as Amended 2014-1 (Ordinance No. 084-14), and Section 5 of this Ordinance, the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "B."

Additionally, the part time position of MIS Technician is hereby removed from Exhibit "B," and the fulltime position of IT Specialist is hereby created and the pay of the position is hereby set as expressed in Exhibit "A."

Section 5. That, effective with the first pay period for the Year 2018, that commences on or about December 18, 2017, each non bargaining employee (salaried) (full time) position of this City as defined in Section 4 of this Ordinance, is eligible to have a minimum salary increase of two percent (2.0%) for Year 2018, subject to Employment Policy Manual "Policy §8.10 (Compensation Reviews)," calculated from what the employee is making at the time just prior to the proposed increase period, and as reflected in the amounts expressed in Exhibit "B." In no event shall any increase place the employee above the top scale as established in Section 4 of this Ordinance. For new hires or current employees, the Department Director or Appointing Authority may place an employee, at any time, within the scale where the Department Director or Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay.

Section 6. That, effective with the first pay period of the Year 2018, that commences on or about December 18, 2017, the Pay Scale (steps) for part time, permanent part time, and temporary employees of this City shall be provided unless modified, as stated in the table found in Exhibit "C" (attached and incorporated herein), except when Federal or State minimum wage of a higher amount is required, then the higher amount of the Federal or State minimum wage shall apply. Subject to the provisions of the City's Personnel Code and Employment Policy Manual as Amended

2014-1 (Ordinance No. 084-14), the Department Director or Appointing Authority may place any employee affected by this Ordinance at the level the Department Director or Appointing Authority deems appropriate as listed in Exhibit "C." Employment Policy Manual 2014-1, Policy Section 8.10, (compensation reviews), is applicable only to permanent part time employees, not part time or temporary employees.

Section 7. All paid part time, permanent part time, and temporary employees of the City shall, effective with the first pay period of the Year 2018, that commences on or about December 18, 2017, have a minimum hourly base pay increase of two percent (2.0%) for Year 2018 calculated from what the employee's base rate was just prior to this proposed increase, and as is reflected in the amounts expressed in Exhibit "C" (the amounts include the two percent (2.0%) increase). Only permanent part time employees are subject to Employment Policy Manual 2014-1 Policy §8.10 (compensation reviews), when applicable. Part time employees of the Fire/Rescue Department will remain on probationary/trainee status until removed by the City Manager upon recommendation of the Fire Chief. For new hires or current employees of the City, the Appointing Authority or Department Director may place an employee within the scale where the Appointing Authority or Department Director deems appropriate considering merit and fitness. Nothing in this section shall be construed to prohibit a decrease in pay. The non-full time status positions found in Exhibit "C" (i.e. temporary part time or permanent part time) may be modified by the Appointing Authority or Department Director at any time, except that Council shall approve any modification to a full time status. Additionally, the position of Probation Officer PIIG Grant is hereby set as expressed in Exhibit "C."

Section 8. That, compensation for employees' appointments made in order to fill temporarily vacant positions shall be at a rate established by the Department Director or Appointing Authority, except that it shall not exceed the top pay scale established in this Ordinance for the position being filled. Temporary positions being filled by temporary employees for whom no pay scale has been established shall be at a pay scale established by the Department Director or Appointing Authority by comparing the temporary position created to the most similar position established within the same department that is utilizing the temporary employee. In the event no such similar position exists, then it shall be paid in an amount as determined appropriate by the Department Director or Appointing Authority so long as the amount paid may be accomplished without exceeding the department's annual budget.

Section 9. That, notwithstanding any section of this Ordinance to the contrary, compensation of the Clerk of the Napoleon Municipal Court shall be as found in Section 4 of this Ordinance and as stated in Exhibit "B" unless otherwise set by the Municipal Court Judge pursuant to ORC §1901.31 (C).

Section 10. That, compensation for the Chief Deputy Clerk and all other Deputy Clerks of the Napoleon Municipal Court shall be as set by the Clerk of the Napoleon Municipal Court pursuant to ORC §1901.31 and as stated in Exhibits "A, B, and C."

Section 11. That, the compensation for Municipal Court Bailiff and/or Deputy Bailiff shall be established by the Municipal Court pursuant to ORC §1901.32 and as stated in Exhibits "A, B, and C."

Section 12. That, the position of Chief Probation Officer as established in and for the City for the Napoleon Municipal Court shall be considered a full time regular

employee having a salary, non-exempt status. The job description as included in the Pay Plan, as prepared and/or revised by the Municipal Court Judge, is continued to be approved by this Council. The Chief Probation Officer shall not be entitled to any longevity pay; moreover, the Municipal Court Judge may adjust the Chief Probation Officer's salary at any time so long as within the limits of the CCA Grant or as may be otherwise supplemented by the Municipal Court. Notwithstanding any other provision of this Ordinance, in no event shall the Chief Probation Officer's pay and benefits exceed the amount of the CCA Grant or as otherwise may be supplemented by the Municipal Court. Nothing shall be construed in this Ordinance as mandating that the position be filled or continued to be filled each year.

Section 13. That, all positions and/or classifications found in this Ordinance shall be deemed created, established, and existing in and for the City of Napoleon, Ohio. The status of part time employees may be further defined by the Department Director or Appointing Authority as permanent part time, temporary, seasonal, or intermittent employees without affecting the compensation status as stated in this Ordinance. Nothing in this Ordinance shall be construed as mandating that each and every position and/or classification be filled by this City.

Section 14. That, those employees who are covered by collective bargaining agreements shall be paid in accordance with the respective collective bargaining agreement.

Section 15. That, all compensation paid under this Ordinance is subject to appropriation of funds by Council.

Section 16. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 17. That, all pay scales reflected in this Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 18. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 19. That, any employee who is employed by the City in more than one position shall be paid overtime in accordance with State and Federal wage and salary laws (specifically, after forty hours of work within one week the person should receive overtime based on the salary or wage for the position they are working when they surpass forty hours for that work week). However, but for the employee's normal scheduled employment, the department that causes the overtime shall be liable for the payment of overtime regardless of where the hours were worked.

Section 20. That, Ordinance No.(s) 061-16 and 020-17 are repealed in their entirety effective December 18, 2017.

Section 21. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 22. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

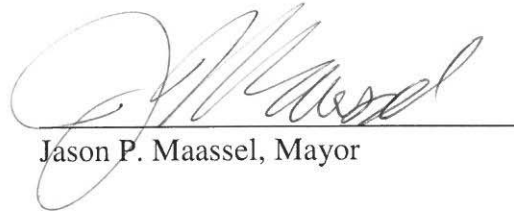
Section 23. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: December 18, 2017



Travis B. Sheaffer, Council President

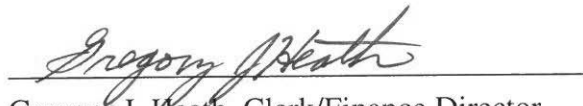
Approved: December 18, 2017



Jason P. Maassel, Mayor

VOTE ON PASSAGE 5 Yea 0 Nay 1 Abstain

Attest:



Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 086-17 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

EXHIBIT “A”

(BASE HOURLY RATE)

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Clerk-Typist II	\$11.77	\$13.55	\$14.55	\$15.60
Receptionist	\$13.31	\$15.27	\$16.37	\$17.61
Administrative Assistant	\$16.23	\$18.73	\$20.11	\$21.65
Front Desk Administrator	\$11.77	\$13.28	\$13.94	\$14.74
Service Building Secretary	\$11.77	\$13.28	\$13.94	\$14.74
Senior Service Building Secretary	\$14.63	\$16.78	\$18.05	\$19.48
Executive Assistant to Appointing Authority	\$19.71	\$21.00	\$22.35	\$23.76
Account Clerk I	\$11.77	\$13.28	\$13.94	\$14.73
Account Clerk II	\$14.63	\$16.78	\$18.06	\$19.48
Utility Billing Administrator	\$16.62	\$19.13	\$20.49	\$24.33
Senior Account Clerk	\$16.23	\$18.73	\$20.12	\$23.77
Records Clerk/Recorder	\$14.63	\$16.78	\$18.05	\$19.47
Accounts Payable Clerk	\$14.63	\$16.78	\$18.05	\$20.49
Tax Administrator	\$16.62	\$19.13	\$20.49	\$24.33
Engineering Technician	\$17.84	\$20.49	\$21.95	\$23.55
Senior Engineering Technician	\$21.19	\$24.40	\$26.12	\$28.02
Senior Engineering Technician/Zoning Administrator	\$21.19	\$24.40	\$26.12	\$30.82
Staff Engineer	\$19.70	\$22.71	\$24.40	\$26.21
Licensed Staff Engineer	\$26.66	\$28.67	\$30.83	\$34.48
Construction Inspector	\$23.18	\$26.63	\$28.54	\$31.35
Senior Electric Engineering Technician	\$21.19	\$24.40	\$26.12	\$28.02
Electrical Construction/Maintenance Inspector	\$25.70	\$29.57	\$31.71	\$33.99
Zoning Administrator	\$23.19	\$26.63	\$28.54	\$30.60
Chief Water Treatment Operator	\$21.19	\$24.40	\$26.12	\$29.53
Chief Wastewater Treatment Operator	\$21.19	\$23.92	\$26.12	\$29.53
Police Lieutenant		\$30.98	\$32.44	\$34.07
Deputy Court Clerk	\$15.73	\$17.13	\$18.37	\$19.69
Chief Probation Officer	\$16.72			\$17.65
IT Specialist	\$17.49			\$23.09

EXHIBIT “B”

(BASED ON AN 80 HOUR PAY PERIOD)

<u>Title</u>	<u>BOTTOM</u>	<u>TOP</u>
Assistant to the City Engineer	\$2,652.00	\$3,060.00
City Engineer	\$3,111.00	\$3,774.00
Public Works Director	\$3,774.00	\$4,518.60
Golf Course & Grounds Superintendent	\$1,889.55	\$2,539.95
Parks & Recreation Director/Cemetery	\$1,712.37	\$2,976.13
Assistant Finance Director	\$2,825.84	\$3,280.32
Electrical Engineer	\$2,942.94	\$3,427.40
Electric Distribution Superintendent	\$3,000.46	\$3,696.13
IT Administrator	\$1,851.20	\$2,750.00
Human Resources Director	\$2,110.61	\$3,202.93
Municipal Court Bailiff		\$1,321.28
Municipal Court Clerk	\$1,788.77	\$2,000.77
Assistant Fire Chief	\$2,091.00	\$3,060.00
Fire Chief	\$2,601.00	\$3,433.92
Operations Superintendent	\$2,157.69	\$3,060.00
Water Superintendent	\$2,362.32	\$3,183.77
Wastewater Superintendent	\$2,362.32	\$3,183.77
Chief of Police	\$2,742.22	\$3,535.92

EXHIBIT “C”

(BASE HOURLY RATE)

<u>Title</u>	<u>Bottom</u>	<u>Top</u>
Front Desk Administrator (Part Time)	\$9.47	\$12.94
Legal Clerk (Temporary)	\$13.62	\$21.88
Probationary/Trainee Fire Fighter/EMT	\$8.43	\$12.84
All Fire/Rescue Department (Part Time)	\$12.07	\$16.75
Deputy Court Clerk (Part Time)	\$10.50	\$14.42
Deputy Court Bailiff (Part Time)		\$13.81
Probation Officer PIIG Grant		\$15.61
Construction Inspection (Temporary)	\$12.73	\$13.64
Construction Engineer (Temporary) Engineering Dept.	\$38.64	\$41.41
Income Tax/Collection Clerk (Part Time)	\$9.47	\$16.71
Lifeguard (Seasonal)	\$8.43	\$14.15
Seasonal Laborer – Other	\$8.43	\$14.15
Recreation Worker (Seasonal)	\$8.43	\$14.15
Parks Maintenance Worker (Seasonal)	\$8.43	\$14.15
Golf Course Clubhouse Attendant (Seasonal)	\$8.43	\$14.15
Senior Center Fitness Coordinator (Part Time)	\$8.43	\$14.15
Code Enforcement Inspector	\$18.36	\$28.56