

ORDINANCE NO. 005-24

**AN ORDINANCE CREATING THE NON-BARGAINING POSITION OF
PART TIME ADMINISTRATIVE ASSISTANT FOR THE CITY OF
NAPOLEON, OHIO**

WHEREAS, Council previously adopted Ordinance No. 049-23, creating a 2024 Classification Pay Plan for its non-bargaining employees; and,

WHEREAS, Council now desires to create the non-bargaining position entitled “Part Time Administrative Assistant” for the City of Napoleon, Ohio effective from April 2, 2024; **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 had previously established a new 2024 Position Classification Pay Plan for its non-bargaining employees, Ordinance No. 049-23 passed by Council on December 18, 2023.

Section 2. That, this Council desires to create a new position, pursuant to Article II, Section 2.14 of the Charter of the City of Napoleon, entitled “Part Time Administrative Assistant” for the City of Napoleon, Ohio.

Section 3. That, said position is hereby created and established in and for the City of Napoleon and shall be considered a non-bargaining, part time regular employee having an hourly, non-exempt status. The position herein created shall not be entitled to or receive longevity pay.

Section 4. That, the pay rate for the Part Time Administrative Assistant shall be set by the Position Classification Pay Plan for the employees of the City of Napoleon, Ohio, based on an hourly pay period and shall be effective April 2, 2024. Exhibit C is attached hereto and incorporated herein, reflecting pay scales for City of Napoleon non-bargaining employees.

Section 5. 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 6. 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 7. That, this Ordinance be in full force and effect at the earliest time permitted by law.

EXHIBIT C
(Base Hourly Rate)

<u>TITLE</u>	<u>BOTTOM</u>	<u>TOP</u>
Front Desk Administrator (Part Time)	\$10.99	\$15.01
Legal Clerk (Temporary)	\$15.79	\$25.37
Probationary/Trainee Fire Fighter/EMT	\$15.45	\$15.45
All Fire/Rescue Department (Part Time)	\$15.45	\$26.78
Deputy Court Clerk (Part Time)	\$12.17	\$16.73
Deputy Court Bailiff (Part Time)	\$0.00	\$16.02
Probation Officer Grant	\$0.00	\$18.10
Construction Inspection (Temporary)	\$14.77	\$15.82
Construction Engineer (Temporary) Engineering Dept.	\$44.81	\$48.02
Income Tax/Collection Clerk (Part Time)	\$10.99	\$19.38
Lifeguard (Seasonal)	\$10.40	\$16.42
Seasonal Laborer – Other	\$10.40	\$16.42
Recreation Worker (Seasonal)	\$10.40	\$16.42
Parks Maintenance Worker (Seasonal)	\$10.40	\$16.42
Golf Course Clubhouse Attendant (Seasonal)	\$10.40	\$16.42
Senior Center Fitness Coordinator (Part Time)	\$10.40	\$16.42
Code Enforcement Inspector	\$21.29	\$33.12
Adjunct EMS Instructor for the Fire Department (Part Time)	\$0.00	\$22.74
Adjunct Fire Instructor for the Fire Department (Part Time)	\$0.00	\$22.74
Administrative Assistant (Part Time)	\$0.00	\$32.58

Passed: 02.19.24

J. Ross Durham
J. Ross Durham, Council President

Approved: 02.19.24

Joseph D. Bialorucki
Joseph D. Bialorucki, Mayor

VOTE ON PASSAGE 7 Yea 0 Nay 0 Abstain

Attest:

Amanda Griffith

Amanda Griffith, Clerk of Council

I, Amanda Griffith, Clerk of Council for the City of Napoleon, do hereby certify that the foregoing Ordinance No. 005-24 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the 25th day of February, 2024; & 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.

Amanda Griffith
Amanda Griffith, Clerk of Council

STATE OF OHIO
COUNTIES OF HENRY, FULTON AND LUCAS

Heather Lane, being first duly sworn, says that she is the General Manager of The Northwest Signal a daily newspaper, published and of general circulation in the counties of Henry, Fulton and Lucas aforesaid, and that the annexed notice was published in one issue in said paper, publishing on the 24th of February, 2024.

Heather Lane

Heather Lane

Subscribed and sworn to before me this 25th day of February, 2024.

Caroline Ellen Betts Notary Public

Caroline Ellen Betts

Caroline Ellen Betts
Notary Public, State of Ohio
My Commission Expires:
June 25, 2028

PUBLISHERS FEE: \$81.90
NOTARY FEE: \$4.00

Summary of Ordinance No. 005-24
(PURSUANT TO ARTICLE II, SECTION 2.15 OF THE CITY CHARTER, CHAPTER 121 OF THE CODE OF ORDINANCES AND COUNCIL RULE 6.2.4.1, AS WELL AS APPLICABLE PROVISIONS OF ORC CHAPTER 731)

NOTICE
A copy of the complete text of the above named Ordinance(s) and Resolution(s) are on file in the office of the City Finance Director and may be viewed or obtained during business hours of 7:30 AM to 4:00 PM, Monday through Friday, at the office of the Finance Director, the location being 255 West Riverview Avenue, Napoleon, Ohio. A copy of all or part of the above named Ordinances and Resolutions, or any item mentioned in this notice, may be obtained from the City Finance Director upon the payment of a reasonable fee therefore.

Ordinance No. 005-24
An Ordinance creating the non-bargaining position of Part Time Administrative Assistant for the City of Napoleon, Ohio. In this legislation, the City of Napoleon created the position of part time administrative assistant.