

ORDINANCE NO. 99-124

**REPEALING ORDINANCE NO. 98-89 OF THE CITY OF MASON, OHIO
AND ESTABLISHING THE POSITIONS AND RATES OF
COMPENSATION FOR EMPLOYEES OF THE CITY OF MASON, OHIO
AND DECLARING AN EMERGENCY**

BE IT ORDAINED by the Council of the City of Mason, Ohio, **seven (7)** members elected thereto concurring:

Section 1. That Ordinance No. 98-89 of the Codified Ordinances of the City of Mason, Ohio, is hereby repealed.

Section 2. That this Ordinance shall establish the positions and rates of compensation for employees of the City of Mason, Ohio.

Section 3. Short Title

That this Ordinance shall be known as "The General Salary/Administration Ordinance."

Section 4. Definitions.

Active Service - Being present for the performance of the duties which an officer or employee of a city has been assigned.

Annual Performance Evaluation - On an annual basis, each employee shall have his/her job performance reviewed and evaluated by the Department Head. The Department Head shall review the evaluation with the Employee, as per established policy. All employee evaluations will be reviewed and approved by the City Manager and then placed in the Employee's personnel file.

Appointing Authority - The City Manager, or City Council, having the power to appoint and terminate workers according to rules and regulations established by the Personnel Review Board and Charter.

Appointment - The designation of a person, by competent authority, to be an employee in a position and his/her induction into such position. Normally, most appointments are made from eligibility lists, but occasionally it may be necessary to make provisional appointments and part-time and temporary appointments as well.

Calendar Month - From the first day to and including the last day of any one of the twelve calendar months.

Calendar Week - Seven consecutive calendar days, starting at 12:01 a.m. on Sunday and ending at midnight the following Saturday.

Classified Service - All positions and employments not specifically included as being in the unclassified service.

Continuous Service - Service not interrupted by resignation, retirement or discharge. Time off because of suspension and leaves of absence without pay shall cause continuous service and seniority calculations to be advanced by an equal period of time. Military service does not interrupt continuous service. When an employee in military service returns to work, the absence is considered never to have occurred for the purpose of calculating continuous service and seniority.

Demotion - A change of an employee from a position in one job level to a position in a different job level having a lower rate of pay.

Department Head - Administrative Assistant, Assistant City Manager, Finance Director, Safety Director, Chief of Police, Public Works Superintendent, Public Utilities Superintendent, Parks & Recreation Director and City Engineer.

Downgrading - An action taken by Council reducing all of the positions in a job level to a lower pay range.

Eligibility List - A list of names of persons in a range order who have been found qualified, through appropriate tests, for employment in positions allocated to a specific class. The person placing first, or at the top of the list, is the one with the highest examination score and the person placing last, or at the bottom of the list, is the one with the lowest examination score.

Full-Time Employment - Employment in a position for which there are normally scheduled throughout the calendar year at least 40 hours per calendar week.

Hours Worked - Hours worked are those hours during which an Employee is actually at work and performing the duties of his or her job.

Immediate Family - Spouse, parent, child, sibling, grandparent, mother-in-law and father-in-law.

Job Level - A position, or group of positions, having comparable duties and responsibilities, requiring comparable qualifications, which can be properly identified by a descriptive title and to which the same scale of compensation can be made to apply with equity.

Original Appointment - Initial appointment of a person to a position in the municipal service or appointment after service has been interrupted by resignation, retirement or discharge.

Overtime - Overtime means hours worked in excess of: 1) eight (8) hours worked in a work day, or 2) 40 hours worked in a work week. Paid holiday hours off shall be counted as hours worked for purposes of this definition.

Paid Status - Time for which the employee is paid including authorized leave with pay.

Part-time Employment - Employees hired for and scheduled to work less than eight hours per day and/or less than thirty hours per week.

Payroll Period - The payroll period shall begin on Sunday and end the second Saturday thereafter. Time sheets shall be submitted to the City Manager for approval at the close of each pay period. Payday will be observed six days following the close of the pay period.

Persons Other Than a Member of the Immediate Family - Daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Position - Any specific employment or job consisting of duties and responsibilities assigned by competent authority. A position may be full-time, part-time or temporary; it may be occupied or vacant. Each position will have a written position description outlining all duties and responsibilities.

Promotion - A change from a position in one job level to a position in a different job level having a higher rate of pay.

Provisional Appointment - The appointment of a qualified person to a position in the classified service in the absence of an eligible list.

Range - The minimum and maximum pay rates established for a job level.

Reallocation - An action taken by the City Manager and approved by Council that has the effect of changing the title and possibly the compensation of a worker due to changes in the duties and responsibilities of the job, or to correct an error in the previous classification of the job.

Re-Employment - An appointment of a person from a re-appointment list whose name has been placed on such list within two years from the date of his/her resignation. Names placed on a re-employment list shall be eligible for appointment for a period of two years from the date the name was entered on such list. There is no obligation to re-employ anyone, but the City may do so if it wishes. Persons who resign voluntarily have no vested rights of re-employment whatsoever. Persons laid off for lack of funds or work must be reinstated before any other new employee is employed in that classification unless the laid off individual declines the reinstatement.

Reinstatement - The return of an employee to his/her former position following a layoff.

Temporary/Seasonal Employee - An employee in the service of the City whose employment is for a specific period of time and/or whose service is only required during certain parts of each year not to exceed six (6) calendar months, such employee is not eligible for membership in Medical Insurance Program, Life Insurance Program, Sick Leave or Vacation Leave.

Upgrading - An action taken by Council to move a job position from one job level to a higher job level.

Weekend - The first and second day of unscheduled work in an Employee's work week. Persons working extended work week schedules -- due to the need for service seven days a week -- may have "weekends" which do not conform to the weekends of other employees. It is not possible to identify a weekend as always being Saturday and Sunday.

Work Day - Work days means a 24-hour period of time beginning at 12:01 a.m. and ending at midnight, except that in the case of departments which normally operate and schedule employees for duty during all 24 hours of the day, work day shall mean the period of time beginning at the start of the employee's scheduled shift and ending eight (8) hours later.

Work Week - Work week means the calendar week.

Work Period - Work period means work week except that, where the Fair Labor Standards Act is applicable and where the Fair Labor Standards Act permits, the term work period shall mean an established period of not less than seven nor more than 28 consecutive days.

Section 5. Wage Scale for Employees Covered by Pay Plan.

WAGE SCALE

JOB LEVEL	MINIMUM		MAXIMUM	
	Hourly	Annually	Hourly	Annually
1	\$ 4.25	\$ 8,840	\$6.90	\$14,342.02
2	4.50	9,360	7.29	15,164.03
3	4.75	9,880	7.69	15,986.05
4	5.00	10,400	8.10	16,851.33
5	5.25	10,920	8.51	17,694.98
6	5.50	11,440	14.71	30,587.65
7	5.75	11,960	14.01	29,138.30
8	6.00	12,480	15.34	31,907.20
9	6.25	13,000	10.57	21,978.11
10	6.75	14,040	14.90	30,998.66
11	7.25	15,080	11.74	24,422.53
12	7.75	16,120	13.66	28,402.82
13	8.25	17,160	13.36	27,797.12
14	8.75	18,200	14.18	29,484.42

JOB LEVEL	MINIMUM		MAXIMUM	
	Hourly	Annually	Hourly	Annually
15	9.25	19,240	18.00	37,440.00
16	9.75	20,280	15.80	32,859.01
17	10.25	21,320	24.86	51,700.48
18	10.75	22,360	17.41	36,211.97
19	11.25	23,400	18.22	37,899.26
20	11.75	24,440	19.03	39,586.56
21	12.25	25,480	23.70	49,299.33
22	12.75	26,520	29.21	60,764.29
23	13.25	27,560	33.47	69,611.78
24	13.75	28,600	29.11	60,547.97
25	14.25	29,640	29.03	60,374.91
26	14.75	30,680	26.78	55,702.40
27	15.25	31,720	24.70	51,376.00
28	15.75	32,760	25.51	53,063.30
29	16.25	33,800	35.28	73,375.74
30	16.75	34,840	37.68	78,372.74
31	17.25	35,880	27.94	58,125.18
32	17.75	36,920	28.76	59,812.48
33	18.25	37,960	29.56	61,478.14
34	18.75	39,000	30.37	63,165.44
35	19.25	40,040	46.10	95,894.66

Section 6. The various classes of positions within the service of the City are placed in the job levels as follows:

<u>JOB LEVEL</u>	<u>POSITION CLASSIFICATION</u>
1	Public Works Seasonal Laborer Seasonal Tax Clerk
2	School Crossing Guard Park & Recreation Seasonal Laborer
3	
4	Part-time Recreation Worker
5	Laborer
6	Receptionist Secretary Deputy Clerk I
7	Deputy Clerk II Account Clerk I Police Dispatcher Part-time Clerk Dispatcher
8	Maintenance Worker
9	
10	Secretary to City Manager
11	Finance Technician

JOB LEVEL

POSITION CLASSIFICATION

	On-Call Paid Firefighter On-Call Paid Emergency Medical Technician
12	Firefighter/Engineer On-Call Paid Paramedic
13	Non-certified Police Officer Firefighter/Emergency Medical Technician
14	
15	Utility Billing Office Manager Recreation Programmer Firefighter/Paramedic
16	Administrative Assistant
17	Park & Recreation Director Assistant Finance Director/Tax Administrator Labor Foreman Engineering Technician Project Coordinator Lieutenant - Fire Department
18	
19	
20	Construction Inspection Supervisor Firefighter/Paramedic/Inspector
21	Assistant Superintendent of Treatment Operations Assistant Superintendent of Maintenance Work
22	Public Works Superintendent Public Utilities Superintendent Planner Clerk of Council Emergency Medical Services Supervisor Captain - Fire Department
23	Assistant City Manager Deputy Fire Chief Assistant Fire Chief
24	Police Lieutenant
25	Finance Director
26	Community Development Director Subdivision Engineer Human Resource Director Economic Development Coordinator
27	
28	Assistant City Engineer

<u>JOB LEVEL</u>	<u>POSITION CLASSIFICATION</u>
29	Police Chief Fire Chief
30	City Engineer Chief Building Official
31	
32	
33	
34	
35	City Manager
Law Director	As Directed by Ordinance of Council
Prosecutor	As Directed by Ordinance of Council
Assistant Prosecutor	As Directed by Ordinance of Council
Custodian (Municipal Building)	As Directed by Ordinance of Council
Secretary to Parks and Recreation Commission \$35.00 per meeting but not less than \$4.25 per hour.	
<u>Planning Commission:</u>	
Planning Board Member	\$25 per meeting of 16 paid meetings; \$15 per special meeting
Secretary to Planning Board	\$35 per meeting; \$20 per special meeting but not less than \$4.25 per hour
<u>Zoning, Housing, Building Appeals Board:</u>	
Board Members	\$20 per meeting
Secretary to Board	\$25 per meeting but not less than \$4.25 per hour
<u>Mason Municipal Court:</u>	
Municipal Court Judge	As directed by state law
Substitute Judge	As directed by state law
Public Defender	Up to \$8,780.00 per annum
Clerk	City - up to \$28,800.00 per annum County - up to \$19,200.00 per annum
Deputy Clerk	\$13,500.00 - \$31,252.00 per annum

Part-time Deputy Clerk	\$5.00 - \$9.00 per hour
Part-time Bailiff	City - up to \$7,887.00 per annum County - up to \$5,242 per annum
Small Claims Referee	\$10,000.00 per annum
Probation Officer	\$17,680.00 per annum
Court Magistrate	City - up to \$6,300 per annum County - up to \$4,200 per annum

Section 7. Responsibility for Administration.

Except for Department Heads, the City Manager shall be responsible for administering the Position Classification (Job Level) Plan. The job level of Department Heads shall require the approval of Council. The City Manager may assign other officers or employees to assist him with the administration of the Position Classification Plan.

Section 8. Allocation of New Positions.

The Department or Division Head shall complete a position description covering the duties and responsibilities of each proposed position. The City Manager, with the approval of Council, shall allocate the position to one of the job levels in the Position Classification Plan.

Section 9. Maintenance of Plan.

a. Each time a vacancy occurs, the position description shall be updated and submitted to the City Manager for a review of the allocation of the position.

b. Each time a department or division is reorganized, position descriptions for all affected employees should be updated and submitted to the City Manager for his review.

c. The City Manager will require Department Heads to update position descriptions on a periodic basis, and any time when either he or the Department Head has reason to believe that there has been a change in the duties and responsibilities of one or more positions.

d. Each time a new position is established, a position description shall be written and incorporated in the Position Classification Plan. Likewise, an abolished position shall be deleted from the Position Classification Plan.

e. As often as necessary, the City Manager shall conduct a general review of the Position Classification Plan and make necessary recommendations to Council.

Section 10. Official Copy of the Position Classification Plan.

The City Manager shall be responsible for maintaining an official copy of the Position Classification Plan. The official copy shall include regulations for administration, and all amendments thereto. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

Section 11.

a. Original Appointment - The hiring rate shall be the minimum rate for the job level.

Exceptions:

i. In the case where it is difficult to secure qualified personnel, the appointing authority may hire at a rate based on three percent (3%) additional compensation for each year of related experience as outlined in Exhibit "A". Maximum credit under this adjustment is fifteen percent (15%) for five or more years of special skills.

b. Voluntary Demotion or Demotion Due to Physical Disability - Whenever an employee requests and is granted a voluntary demotion or requests or is required to accept a demotion because of a physical disability, his/her rate of pay shall be set at the percent in the lower job level which corresponds to the percent previously received for his/her position in the higher job level.

c. Promotion - Whenever an employee is promoted, he/she shall be advanced to a rate of pay in the higher job level which produces an increase in rate of pay.

d. Reallocation - Whenever a position is reallocated to a different job level having a higher maximum rate of pay, the incumbent shall be positioned to a rate in the higher job level which also produces an increase. Whenever a position is reallocated to a different job level having a lower maximum rate of pay, the incumbent's rate of pay shall remain the same in the lower job level.

e. Reassignment - Whenever an employee is moved from a position in one job level to a new position in the same job level having the same maximum rate of pay, the incumbent's rate shall remain unchanged.

f. Re-employment - Whenever an employee is re-employed following resignation within one year from the date of such resignation, the worker may, at the discretion of the appointing authority, be paid in the range for the job level up to but not exceeding the rate at which he/she was paid at the time of resignation.

g. Reinstatement - Whenever an employee is called back to a position in the job level from which he/she was laid off, the worker's rate of pay shall be set at the percentage in the current range equivalent to the percentage at which the worker was paid in the job level in effect at the time of the layoff.

h. Return from Military Leave - When an employee returns from military leave, the worker's rate of pay shall then be advanced to the percentage in the current job level equivalent to the percentage at which the worker was paid in the former job level at the time the leave was effective.

Section 12. Salary Administration.

a. Salary increases will be made annually to the wage scale on a "percentage increase" which will be set by a "Salary Increase Ordinance" of Council.

i. Department heads would have their salary budget increased by the Council-approved percentage. The increase would be distributed by the Department Head to his employees on a merit basis with the Council approved percentage as the normal increase for an employee performing at a predetermined work standard. The Department Head, with City Manager approval, allocates the salary increase accordingly. For the purposes of this section, the following departments shall be grouped into one category for the purpose of allocating the Council-approved salary increase: City Manager's Office, Engineering and Building Department, Finance Department and Municipal Court.

(1) Employee doing a good job would receive the Council-approved percentage increase.

(2) Above average employee could receive more.

(3) Below average employee could receive less.

Under no circumstances shall be total of all Departmental increases exceed the Council-approved percentage, which shall be four percent (4%).

b. During the month of June, the City Manager shall make recommendations to Council for salary increases for Department Heads. Salary increases for the City Manager and Department Heads must be approved by Council.

c. All newly appointed employees shall work the probation period before they are eligible for any increase in pay.

d. After a probationary period of up to six months, the employee may be advanced depending upon the employee's ability and work effort. If the employee's work is not satisfactory at any time within the probationary period, he or she is not retained as an employee.

e. The "Salary Increase Ordinance" will also carry a "special merit bonus allocation" of an additional \$5,000.00.

i. A special merit bonus is attained by exceptional effort and/or accomplishments, cost-saving suggestions, improved skills, further job-related education, etc.

ii. Special merit bonus will be granted only by written recommendation of the Department Head, and approved by the City Manager and Council.

iii. Special merit bonus shall be a minimum of \$250.00 and a maximum of \$1,000.00.

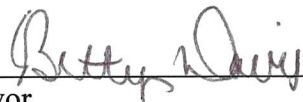
Section 13. All salaries and wages as carried in this ordinance shall be charged against the various funds of the various departments as determined by the Finance Director.

Section 14. The intention of the Council of the City of Mason in establishing this ordinance is that all pay increases within the various job levels be based on one's ability to perform his/her functions, the show of interest, initiative, and willingness to cooperate and take orders along with their length of service with the City. It is also Council's desire, through its employees, to better develop and improve the level of services to the public.

Salary increases shall not be considered by Council more frequently than once a year unless specific cause as determined by City Council warrants such action.

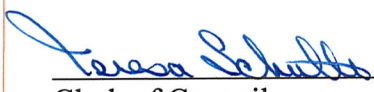
Section 15. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and general welfare and shall be effective July 1, 1999. The reason for said declaration of emergency is the need to establish the positions and rates of compensation for employees of the City of Mason as of July 1, 1999.

Passed this 23rd day of August, 1999.



Mayor

Attest:



Clerk of Council