

**ESTABLISHING THE SALARY ADMINISTRATION AND PROVIDING FOR MERIT INCREASE CONSIDERATION ON AN ANNUAL BASIS AND DECLARING AN EMERGENCY**

BE IT ORDAINED by the Council of the City of Mason, Ohio, five members elected thereto concurring:

Section 1. That the salary administration of the City shall be based on the current rate of compensation with consideration being given for pay increases based on one's ability to perform his/her functions, the show of interest, initiative and willingness to cooperate and take orders, along with the length of service of said employee. By handling employee increases in this manner, it is Council's desire, through its employees, to better develop and improve the level of services to the public.

Section 2. That a merit pool to provide for increases in compensation is hereby established at the rate of 5% for the current year beginning July 1, 2003. Regular employees' rate increases become effective July 1, 2003. Part-time Fire Department employees' rate increases become effective October 1, 2003. Part-time Recreation employees' rate increases become effective January 1, 2004.

Section 3. That each department head will have available for his employees on a merit basis the sum established to this 5% increase. The department head, with the City's Manager's approval, has the authority to allocate the salary increases as follows:

- A. Employees doing a good job would receive the Council approved percentage increase (up to 5% this year).
- B. Above average employees could receive more than that amount.
- C. Below average employees could receive less than that amount.
- D. All regular non-union employees will be considered for this annual adjustment.
- E. Only persons employed at the time the merit pool is administered and increases approved by the City Manager are eligible to participate.

Section 4. That during the month of June, the City Manager shall make recommendations to Council for salary increases for department heads, Assistant City Manager and City Manager. Salary increases for the Law Director, Clerk of Council and Prosecutor are to be annually reviewed and approved by separate ordinance of Council.

Section 5. That all newly appointed employees shall work a probationary period up to six months before they are eligible for any increase in pay. After the probationary period, 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.


Section 6. That there is hereby established a special merit bonus allocation pool of \$5,000.00. This is to be used by the City Manager as follows:

- A. A special merit bonus is obtained by exceptional effort and/or accomplishments, cost savings suggestions, improved skills and further job related education, etc.
- B. Special merit bonuses may be granted based on written recommendations of the department head and approved by the City Manager and motion of Council.
- C. Special merit bonuses shall be a minimum of \$250.00 and a maximum of \$1,000.00.

Section 7. All salary and wages shall be in effect for one year and no increases made during that time unless specific circumstances as determined by City Council want such action.

Section 8. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 9th day of June, 2003.

  
Mayor

Attest:

  
Clerk of Council