

**ESTABLISHING THE SALARY ADMINISTRATION PLAN,
PROVIDING FOR CONSIDERATION OF INCREASES IN
COMPENSATION ON AN ANNUAL BASIS, AND GRANTING A COST-
OF-LIVING INCREASE**

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

Section 1. That the salary administration plan 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 the salary administration plan of the City shall also recognize national and regional inflationary pressures and will seek to maintain the system's effectiveness by annually reviewing and considering the adjustment of salary and hiring rates to reflect cost-of-living changes. By handling employee increases in this manner, it is Council's desire to minimize costs of employee turnover and vacancies and to ensure that hiring rates remain competitive enough to attract employees skilled and talented to better improve the level of services to the public.

Section 3. That a cost of living adjustment to provide for increases in compensation is hereby granted at the rate of 3% of each full-time, non-represented employee, and each part-time Fire and Recreation employee's current rate of pay, effective with the first full pay period after January 1, 2005.

Section 4. That the City Manager will, in the future, approve all increases based on each employee's eligibility, adequate work performance, and absence of performance related suspensions, discipline, or warnings.

Section 5. That all regular full-time, non-represented, employees will be considered for this annual adjustment. Only persons employed at the time the adjustment is administered and increases approved by the City Manager are eligible to receive a wage adjustment.

Section 6. That Council's intent is to regularly review, during the annual budget process, national and regional inflationary pressures and make recommendations for any adjustments to take effect January 1 of the following budget year.

Section 7. That during 2005, the City Manager will evaluate, develop, and propose to Council a separate merit-based incentive component to further motivate exceptional performance among City employees based on evaluations of employee performance and City Manager recommendations.

Section 8. That this component will allow the City Manager to make recommendations for salary increases for employees, 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 9. 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 10. 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 11. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 22nd day of November, 2004.



Mayor

Attest:



Clerk of Council