

ORDINANCE NO. 2019 - 16

AN ORDINANCE SETTING THE COMPENSATION FOR EMPLOYEES OF THE VILLAGE OF GOLF MANOR, OHIO, AND DECLARING AN EMERGENCY

WHEREAS, Council does desire to increase the compensation for employees after receiving a recommendation from the Village Administration and Finance Committee.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of Golf Manor, Hamilton County, Ohio, that the following schedule of compensation, salaries and hourly wages be adopted and effective immediately.

SECTION I. Council hereby adopts the attached Salary Range Recommendations for all employment positions within the Village. Current compensation for all employees shall be set within these Salary Range Recommendations by the Village Administrator in cooperation with the Village Fiscal Officer and Department Supervisor.

SECTION II. Council authorizes an increase for each current employee of up to Three Percent (3%) of current base salary as established within the Salary Range Recommendations to be awarded to each employee who is rated as *Meets Expectations* during their next evaluation by the Department Supervisor with the concurrence of the Village Administrator and Village Fiscal Officer. Within the management discretion of the Village Administrator, such evaluation and adjustment may occur as soon as practicable after the effective date of this Ordinance, but no later than the employee's anniversary of employment occurring between now and December 31, 2019. For employees who already have been evaluated and adjusted in their compensation after January 1, 2019, and who have *Met Expectations*, but have not received a Three Percent (3%) increase in their base salary, the Village Administrator is authorized to adjust such salary upward between the percentage increase awarded since January 1, 2019 and the Three Percent (3%) increase authorized by this Ordinance. Additionally, to be fair in adjustments, the Village Administrator is authorized to calculate such increase to Three Percent (3%) dating back to the last increase since January 1, 2019 and to pay the employee a one-time salary adjustment as appropriate to compensate for the delay in implementing this adjustment to Three Percent (3%).

For employees who have reached the top of their salary range under the previous Ordinance establishing compensation who are now converted to this Salary Range Recommendation, the Village Administrator is authorized to make such conversion and adjustment to the new Salary Range Recommendation even if the increase in compensation for such employee would exceed Three Percent (3%) of current salary. Provided, however, that no additional Three Percent (3%) adjustment is authorized after such conversion until future salary Ordinances are authorized by Village Council.

SECTION III. The Assistant Village Administrator having completed his probationary period is awarded a Three Percent (3%) increase in current salary to be implemented at the next available pay period.

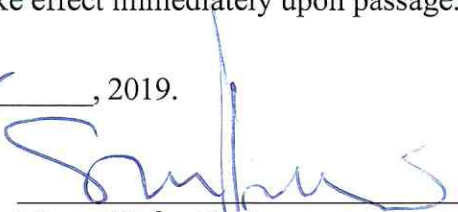
SECTION IV. Compensation for all new employees hired after the effective date of this Ordinance shall be compensated within the Base, Mid and Top Range based upon Experience Guidelines.

SECTION V. All other employee benefits as previously approved are hereby reaffirmed.

SECTION VI. In the future, once salaries have been budgeted and appropriated by Village Council, employee compensation will be adjusted upon merit within the Salary Range Recommendations after a performance evaluation of the employee by the designated Department Supervisor with the concurrence of the Village Administrator and Village Fiscal Officer, or as appropriate for the Village Administrator upon recommendation of the Mayor. This formal evaluation will take place on or about the employee's anniversary date and be based upon measurable goals articulated at the beginning of and during the evaluation period. Performance shall be based upon achieving such goals during the period of the evaluation. Qualification for a merit increase must result in achieving a rating equivalent to *Meets Expectation/Satisfactory* or *Better* to be eligible for a merit based salary adjustment. Council shall establish the total pool of available compensation and allow the Village Administrator, in cooperation with the Village Fiscal Officer and Department Supervisor, to set the appropriate adjustment for each employee within the authorized range. From time to time an overall across-the-board salary adjustment may be recommended to and approved by Council.

SECTION VII. In order to implement salary increases as soon as reasonably possible to maintain a dedicated and committed workforce, this Ordinance is hereby declared to be an emergency measure necessary for the public health, safety and welfare, and therefore it shall take effect immediately upon passage.

PASSED this 15th day of October, 2019.



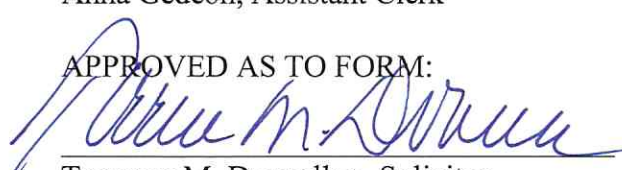
Mayor Stefan C. Densmore

ATTEST:



Anna Gedeon, Assistant Clerk

APPROVED AS TO FORM:



Terrence M. Donnellon, Solicitor

Base Salary Ranges Approved by Council ORD 2019-16 (101519)

Village Administrator (C3)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	72,000.00	34.62	74,520.00	35.83	77,040.00	37.04
3-5	72,000.00	34.62	77,040.00	37.04	82,000.00	39.42
5-8	72,000.00	34.62	82,000.00	39.42	87,000.00	41.83
8-10	72,000.00	34.62	87,000.00	41.83	89,500.00	43.03
10+	72,000.00	34.62	89,500.00	43.03	92,000.00	44.23

Asst. Administrator (C2)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	55,000.00	26.44	56,925.00	27.37	58,850.00	28.29
3-5	55,000.00	26.44	58,850.00	28.29	62,500.00	30.05
5-8	55,000.00	26.44	62,500.00	30.05	66,250.00	31.85
8-10	55,000.00	26.44	66,250.00	31.85	68,125.00	32.75
10+	55,000.00	26.44	68,125.00	32.75	70,000.00	33.65

Budget Analyst/Tax Commissioner/Clerk (C2)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	48,000.00	23.08	49,680.00	23.88	51,360.00	24.69
3-5	48,000.00	23.08	51,360.00	24.69	55,500.00	26.68
5-8	48,000.00	23.08	55,500.00	26.68	59,250.00	28.49
8-10	48,000.00	23.08	59,250.00	28.49	61,125.00	29.39
10+	48,000.00	23.08	61,125.00	29.39	63,000.00	30.29

Part-Time Administrative Clerk

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	37,440.00	18.00	38,750.40	18.63	40,060.80	19.26
3-5	37,440.00	18.00	40,060.80	19.26	39,940.00	19.20
5-8	37,440.00	18.00	39,940.00	19.20	41,190.00	19.80
8-10	37,440.00	18.00	41,190.00	19.80	41,815.00	20.10
10+	37,440.00	18.00	41,815.00	20.10	42,440.00	20.40

Police Chief (C3)

Experience Guideline	Base		Mid		Top	
Years	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	70,000.00	33.65	72,450.00	34.83	74,900.00	36.01
3-5	70,000.00	33.65	74,900.00	36.01	80,000.00	38.46
5-8	70,000.00	33.65	80,000.00	38.46	85,000.00	40.87
8-10	70,000.00	33.65	85,000.00	40.87	87,500.00	42.07
10+	70,000.00	33.65	87,500.00	42.07	90,000.00	43.27

Police Lieutenant (C2)

Experience Guideline	Base		Mid		Top	
Years	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	65,700.00	31.59	67,999.50	32.69	70,299.00	33.80
3-5	65,700.00	31.59	70,299.00	33.80	73,200.00	35.19
5-8	65,700.00	31.59	73,200.00	35.19	76,950.00	37.00
8-10	65,700.00	31.59	76,950.00	37.00	78,825.00	37.90
10+	65,700.00	31.59	78,825.00	37.90	80,700.00	38.80

Police Sergeant (C2)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	58,800.00	28.27	60,858.00	29.26	62,916.00	30.25
3-5	58,800.00	28.27	62,916.00	30.25	66,300.00	31.88
5-8	58,800.00	28.27	66,300.00	31.88	70,050.00	33.68
8-10	58,800.00	28.27	70,050.00	33.68	71,925.00	34.58
10+	58,800.00	28.27	71,925.00	34.58	73,800.00	35.48

Patrol Officer (C1)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	52,000.00	25.00	53,820.00	25.88	55,640.00	26.75
3-5	52,000.00	25.00	55,640.00	26.75	57,000.00	27.40
5-8	52,000.00	25.00	57,000.00	27.40	59,500.00	28.61
8-10	52,000.00	25.00	59,500.00	28.61	60,750.00	29.21
10+	52,000.00	25.00	60,750.00	29.21	62,000.00	29.81

Police Clerk (C-1)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	35,500.00	17.07	36,742.50	17.66	37,985.00	18.26
3-5	35,500.00	17.07	37,985.00	18.26	40,500.00	19.47
5-8	35,500.00	17.07	40,500.00	19.47	43,000.00	20.67
8-10	35,500.00	17.07	43,000.00	20.67	44,250.00	21.27
10+	35,500.00	17.07	44,250.00	21.27	45,500.00	21.88

Part-Time Patrol Officer

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	35,500.00	17.07	36,742.50	17.66	37,985.00	18.26
3-5	35,500.00	17.07	37,985.00	18.26	40,500.00	19.47
5-8	35,500.00	17.07	40,500.00	19.47	43,000.00	20.67
8-10	35,500.00	17.07	43,000.00	20.67	44,250.00	21.27
10+	35,500.00	17.07	44,250.00	21.27	45,500.00	21.88

Maintenance Lead (C-1)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	35,500.00	17.07	36,742.50	17.66	37,985.00	18.26
3-5	35,500.00	17.07	37,985.00	18.26	40,500.00	19.47
5-8	35,500.00	17.07	40,500.00	19.47	43,000.00	20.67
8-10	35,500.00	17.07	43,000.00	20.67	44,250.00	21.27
10+	35,500.00	17.07	44,250.00	21.27	45,500.00	21.88

Maintenance Associate (C-1)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	31,500.00	15.14	32,602.50	15.67	33,705.00	16.20
3-5	31,500.00	15.14	33,705.00	16.20	36,500.00	17.55
5-8	31,500.00	15.14	36,500.00	17.55	39,000.00	18.75
8-10	31,500.00	15.14	39,000.00	18.75	40,250.00	19.35
10+	31,500.00	15.14	40,250.00	19.35	41,500.00	19.95

Part-Time Maintenance Associate (Skilled)

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	23,000.00	11.06	23,805.00	11.44	24,610.00	11.83
3-5	23,000.00	11.06	24,610.00	11.83	30,500.00	14.66
5-8	23,000.00	11.06	30,500.00	14.66	34,250.00	16.47
8-10	23,000.00	11.06	34,250.00	16.47	36,125.00	17.37
10+	23,000.00	11.06	36,125.00	17.37	38,000.00	18.27

Part-Time Maintenance Associate (Unskilled)

\$12.00 - \$15.00/hour