

# VILLAGE OF NEWCOMERSTOWN

ORDINANCE NO. 25-2021

PASSED: Dec 20, 2021

## AN ORDINANCE SETTING RATE OF PAY FOR 2022 AND DECLARING AN EMERGENCY.

**WHEREAS**, the following salary and hourly rates shall become effective for the Village of Newcomerstown employees in the classes set forth herein on the wages due and payable on and after the 1<sup>st</sup> day of Jan. 2022,

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Village of Newcomerstown, Tuscarawas County, Ohio, as follows:

**SECTION 1:** The following salary and hourly rates shall become effective for Village employees in the classes set forth herein:

	<u>HIRING</u>	<u>"C"</u>	<u>"D"</u>	<u>"E"</u>	<u>"F"</u>	<u>"G"</u>
<b>Group 1- Police Dept</b>						
Police Chief	45,050	46,873	60,655	64,075	65,177	67,382
Police Captain	41,626	43,874	44,999	47,248	48,373	50,621
Sergeant/ Detective	18.70	19.71	20.22	21.24	21.75	22.77
Patrolman	18.09	19.11	19.60	20.31	20.62	20.92
Part-time Patrolman	14.36	14.86				
Records Secretary	15.12	16.01	16.58	16.87	17.17	17.44
Head Dispatcher	15.04	15.92	16.50	16.79	17.08	17.39
Dispatcher – II	15.29	16.20	16.75	17.05	17.35	17.62
Dispatcher – I	14.91	15.80	16.36	16.66	16.95	17.22
PT - Dispatcher	11.66	12.16				
Jail Administrator	Add an additional .25 per hour for any hourly employee that is qualified.					
<b>Group 2- Water/Sewer Dept</b>	<u>HIRING</u>	<u>"C"</u>	<u>"D"</u>	<u>"E"</u>	<u>"F"</u>	<u>"G"</u>
Waste/wastewater Supt	55,000	57,200	58,700	60,200	61,200	63,280
Operator in Charge – Water Treatment Plant	40,545	42,793	43,701	43,901	47,292	50,487
Water Clerk	14.49	15.46	16.09	16.41	16.66	16.93
Confid. Billing Registrar	13.35	14.24	14.81	15.10	15.40	15.67
Operator C-III	18.38	19.40	19.91	20.93	22.46	23.48
Operator C - II	17.36	18.38	18.89	19.91	20.42	21.44
Operator C - I	16.34	17.36	17.87	18.89	19.40	20.42
Lab Tech.	13.80	14.88	15.34	15.64	15.92	16.27
Labor Tech. III	14.30	15.40	15.86	16.16	16.44	16.79
Labor Tech. II	13.92	15.01	15.47	15.78	16.05	16.40
Labor Tech. I	13.54	14.61	15.05	15.39	15.65	16.00
Part Time Tech	12.79	12.86				
<b>Group 3 - Street/Cemetery Dept</b>	<u>HIRING</u>	<u>"C"</u>	<u>"D"</u>	<u>"E"</u>	<u>"F"</u>	<u>"G"</u>
Full Time Street/Cemetery Supt.	40,280	43,248	44,329	46,491	47,573	49,735
Full Time Asst. Street/Cemetery Supt.	33,517	35,015	36,944	37,717	39,370	40,528
Lands & Buildings Tech	13.42	14.51	14.97	15.38	15.55	15.90
Street Tech. III	14.30	15.40	15.86	16.16	16.44	16.79
Street Tech. II	13.92	15.01	15.47	15.78	16.05	16.40
Street Tech. I	13.54	14.61	15.08	15.39	15.65	16.00
Part time Tech	12.79	12.86				
<i>Seasonal Laborer</i>	<i>11.66</i>					

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<u>Group 4</u>	<u>Fiscal &amp; Mayor's Depts.</u>	<u>HIRING</u>	<u>"C"</u>	<u>"D"</u>	<u>"E"</u>	<u>"F"</u>	<u>"G"</u>
	Administrative/HR Assistant- FT	14.70	15.82	16.41	17.00	17.59	18.18
	Fiscal Officer	\$39,464	49,859	51,961	54,166	55,268	57,473
	Custodial Position – part time	9.70					
<u>Group 5</u>	<u>Park Dept.</u>	<u>Seasonal</u>					
	Park Caretaker- Seasonal	\$8.75					
	Rec. Dir./Pool Manager - Seasonal	\$8,000	April 1- Sept30				
	Assistant Pool Manager- Seasonal	\$6,000	May 1 – August 31				
	Lifeguard -	\$10.00					
	Concession Manager	9.50					
	Concession	8.75					

**SECTION 2:**

All employees shall be hired on a six (6) month probationary period.

Upon completion of this probationary period, each employee must be recommended by his respective department head and approved by Village Council as a regular employee.

- Upon completion of one (1) year continuous service, each employee shall be advanced to Grade "C".
- Upon completion of five (5) years continuous service, each employee shall be advanced to Grade "D".
- Upon completion of ten (10) years continuous service, employee shall be advanced to Grade "E".
- Upon completion of fifteen (15) years continuous service, each employee shall be advanced to Grade "F".
- Upon completion of twenty (20) years continuous service, each employee shall be advanced to Grade "G".
- Continuous years of service shall apply to all employees unless otherwise stated.

**SECTION 3:** The pay schedule for all employees shall be on a bi-weekly basis with the pay period commencing with the first Sunday shift for each department. Non-exempt employees are also paid on a bi-weekly basis. Salaries are based on 26 pays; therefore, In the event there are 27 pays in the fiscal year, non-exempt employees will be entitled to the additional pay. Unless otherwise specified, in addition to the compensation set forth in Section I hereinabove, each hourly employee shall be paid overtime pay of one and one-half (1-1/2 %) times the regular pay for each hour or part of an hour the employee is required to work in excess of forty (40) hours per work week. Vacation and holiday paid time off is considered time worked when calculating overtime. Sick and personal paid time off must have additional approval from department head and mayor to be considered time worked for calculating overtime. All overtime pay must be authorized by the respective department head and reported to Village Council.

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The Cemetery, Police, and Street Superintendents shall be required to attend Village Council meetings and such meetings as requested by Council and the Mayor.

Jury Duty Pay: The difference between a regular day's wages and between Jury duty pay to any regular employee of the Village called for jury duty, upon verification of jury duty pay.

## **SECTION 4: SICK:**

Each regular employees of the Village of Newcomerstown shall receive such sick leave as provided by the R.C. 124.38, et seq., as amended by Ordinance #2-11 and Ordinance 22-95. Employees of the Village of Newcomerstown shall, for each (80) hours in active pay status, earn 4.66 hours of sick leave. Active pay status may be defined as hours worked, hours of vacation, house of holiday leave and hours on paid sick leave and hours on paid personal time. Time will accrue bi-weekly. An employee with ten (10) years of service with the Village and who has accumulated unused sick leave at the time of formal retirement under PERS or OP&F may request to be paid in cash one-fourth (1/4) of the value of the accrued but unused sick leave. Such payment shall not exceed three hundred and sixty (360) hours. Employees who terminate employment prior to formal retirement may be eligible to transfer accumulated but unused sick leave to another Ohio public employer.

## **SECTION 5 : PERSONAL:**

Each regular full time employees of the Village of Newcomerstown shall receive such "personal day". Each regular full time employee shall receive (1) personal day at the anniversary date and January 1<sup>st</sup> and for each (6) continuous months of perfect attendance, the employee will be given (1) paid "personal day" to be used in the next calendar year. The scheduling of these "personal days" shall be in accordance with section 5- vacation of the employee manual. Perfect attendance may be defined as a combination of hours "worked" and/or "vacation" time. Sick time used for bereavement leave will not be used against employee. Time will accrue annually. Unused personal time will not be carried over.

## **SECTION 5: VACATION:**

Each regular employee of the Village is eligible for vacation in accordance with his length of service as hereinafter set forth, determined as of December 31 of the previous year except as otherwise provided herein:

- A. An employee who, on the anniversary date of his employment with the Village, has twenty (20) or more years continuous service shall receive five (5) weeks vacation with pay.
- B. An employee who, on the anniversary date of his employment with the Village, has at least twelve (12), but less than twenty (20), years of continuous service shall receive four (4) weeks vacation with pay.
- C. An employee who, on the anniversary date of his employment with the Village, has at least seven (7), but less than twelve (12), years continuous service shall receive three (3) weeks vacation with pay.
- D. An employee who, on the anniversary date of his employment with the Village, has at least one (1), but less than seven (7), years of continuous service shall receive two (2) weeks vacation with pay.
- E. Seasonal, temporary and extra employees are not entitled to vacation with pay
- F. The scheduling of employee vacation is subject to the approval of the employee's department head-
- G. Earned vacation must be taken in the year in which it is earned, unless prior approval has been granted by the department head and Village Council to carry it over into the next year. Vacation not used

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within two (2) years of the year in which it was earned shall be forfeited.

- H. A non-exempt employee may receive vacation pay in lieu of time off from work only with prior consent of the employee's department head and approval of Village Council.
- I. Department heads may accumulate earned vacation only with the prior consent of Village Council.

## **SECTION 6: INSURANCE:**

- Each regular employee that consistently works more than 32 hours per week is eligible to participate in the Village's medical health insurance plan. The Village presently pays 90% of the employees' health insurance premium costs. The participating employees are required to have the 10% premium deducted from the first and second payroll of each month. For employees that temporary work 40 hours per week to cover emergencies and or vacations are not eligible for coverage.
- Each employee that works 32 hours per week shall be covered by a group life insurance program which will be paid 100% by the Village of Newcomerstown. Additional life insurance coverage is available through payroll deductions.
- A dental plan is available for village employees working full time (40 hrs per week). Paid 100% by the employer. Additional coverage is available for dependents. Additional premium for dependents will be paid 100% by employee.
- "Spousal Coverage" regarding medical and vision insurance coverage. If an employee's spouse is eligible (or becomes eligible at any time) for group health insurance coverage from the spouse's current or former employer, the spouse is or will be required to take the available coverage from the spouse's source in order to be eligible for secondary coverage. Employee's children will be determined by the universally used insurance "Birthday Rule". Whichever parent has the earlier birthdate will be responsible for primary coverage. Month and day. Year doesn't matter in the rule. If the spouse is not eligible for or group health insurance is not offered through the spouse's employer, the spouse may enroll in the medical plan offered by the Village of Newcomerstown with no penalty. If a spouse is to be covered under the village's plan, the employee must submit verification from his/her spouse's employer that there is no coverage. A notarized statement is required in situations where the spouse is self-employed. Spouses will be required to sign up in their first available open enrollment period of the spouse's health plan to remain eligible for secondary coverage. If employee wishes to have secondary coverage for spouse and/or other dependents, coverage is still available to the employee. The employee will be responsible for 100% of the premium for secondary coverage.

## **SECTION 7: HOLIDAYS:**

Each regular employee of the Village is eligible for holidays and personal time as hereinafter set forth:

- A. All regular employees of the Village shall be entitled to ten (10) holidays per calendar year, each holiday being earned and paid in the pay period in which it falls. The following days shall be considered holidays for all regular Village employees:
  1. The first day of January, known as New Year's Day.
  2. The Friday immediately preceding Easter Sunday, known as Good Friday.
  3. The last Monday in May, known as Memorial Day. 4, The fourth day of July, known as Independence Day.
  5. The first Monday in September, known as Labor Day.

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6. The eleventh day of November, known as Veteran's Day
  7. The fourth Thursday in November, known as Thanksgiving Day.
  8. The fourth Friday in November, the day immediately following Thanksgiving Day.
  9. The twenty-fourth day in December, known as Christmas Eve.
  10. The twenty-fifth day in December, known as Christmas.
- B. Upon completion of one (1) year continuous service, all regular employees shall be entitled to one (1) personal day; the date taken shall have prior approval of the employee's department head. There shall be no carry-over of personal days from any calendar year to the next.

## **SECTION 8:**

All hourly Village employees called to work for an emergency, riot, special, or extraordinary duty by their respective department heads at other than usual working hours of day or night shall be paid a minimum of two (2) hours of regular pay for reporting for such duty coded as "call out".

## **SECTION 9:**

The Village Departments shall be composed of the following personnel:

- A. The Police Department shall have one (1) Chief one (1) Captain, one (1) Records Secretary, three (3) Sergeants, Detectives and such Patrolmen as are necessary so long as the annual appropriations are not exceeded.
- B. The Dispatching Department shall be under the supervision of the Police Chief and shall consist of one (1) Head Dispatcher and such regular and part-time Dispatchers as necessary so long as the annual appropriations are not exceeded.
- C. The Water Department Administration and Clerical Division shall be under the supervision of the Water Superintendent and shall consist of one (1) Superintendent, one (1) Clerk, (1) Confidential Billing Registrar and such personnel as necessary so long as annual appropriations are not exceeded.
- D. The Water Department Division shall be under the supervision of the Water Superintendent and shall consist of one (1) Lead Operator and such personnel as necessary so long as the annual appropriations are not exceeded.
- E. The Wastewater Treatment Division shall be under the supervision of the Water Superintendent and shall consist of one (1) Lead Operator and such personnel as necessary-1/ so long as the annual appropriations are not exceeded.
- F. The Street/Cemetery Department shall have one (1) Superintendent, (1) Assistant Superintendent three (3) Street Technician, and (1) part-time laborer and seasonal laborers as necessary so long as the annual appropriations are not exceeded.
- G. The Cemetery Department shall have seasonal laborers as necessary so long as the annual appropriations are not exceeded.
- H. The Park Department shall have one (1) part-time Park Caretaker and seasonal laborers as necessary so long as the annual appropriations are not exceeded.
- I. The Administrative Department consist of (1) full time Fiscal Officer and (1) full time Administrative/ HR Assistant.
- J. (1) Part time custodial.

## **SECTION 10:** Employee:

All Village employees shall be classified as the following type of

- A. Regular employees shall be any employee regularly scheduled to work more than forty (40) hours per work week.

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- B. Part-time employees shall be any employee regularly scheduled to work less than thirty-two (32) hours per work week.
- C. Seasonal employees shall be any employee: scheduled to work only during a specific season of any calendar year.
- D. Extra employees shall be any employees working on an unscheduled basis to supplement day to day needs of various Village Departments.
- E. Temporary employees shall be any employee scheduled to work less than three (3) months in any calendar year.

**SECTION 11:** All other Ordinances or Village policies, including Sections 4.4 and 4.10, and Section 5 of the Personnel Policy Manual, inconsistent herewith are repealed in so far as the same may be inconsistent with this Ordinance.

**SECTION 12:** This Ordinance is hereby declared to be an emergency measure and its immediate passage is necessary in order to preserve, protect, and maintain the health, safety, and welfare of the Citizens of the Village of Newcomerstown, Ohio and for the further reason that in order to maintain the efficiency of the work force of the Village, wage adjustments are necessary.

**SECTION 13:** Wherefore, the Ordinance shall take effect and be in force immediately upon its passage.

PASSED this 7<sup>th</sup> day of June 2021

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Patrick M. Cadle, Mayor

Attest:

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Lisa M. Stiteler – Fiscal Officer