

**RECORD OF ORDINANCE**

Ordinance No.

11-18

Date Passed

3-27 20 18

**An Ordinance creating standard benefits and pay-grades for employees in the Village of Lithopolis and repealing ordinances 10-17, 13-17, 22-17 and 06-18;**

**Whereas**, it is the responsibility of Council to authorize and fund positions in the village, and

**Whereas**, Council wishes to create standard benefits for village employees, and

**Whereas**, Council wishes to create standard pay-grades for village employees, and

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LITHOPOLIS, FAIRFIELD COUNTY, STATE OF OHIO;**

**Section 1.** The Council of the Village of Lithopolis creates standard benefits and pay-grades for village employees.

**Section 2.** Village pay-periods shall continue as currently provided.

**Section 3.** The village shall use the following pay scale for hourly employees from the date of this ordinance through December 31, 2019. The active year rate shall be effective for the pay-period including January 1<sup>st</sup>.

Table 1

Position	2018	2019
Administrative Assistant	\$ 14.84	\$ 14.84
Utility Clerk	\$ 14.25	\$ 14.25
Police Officer	\$ 16.75	\$ 16.75
Police Sgt.	\$ 17.65	\$ 17.65
Utility Operator	\$ 19.02	\$ 19.02
Mayors Court Clerk	\$ 14.85	\$ 14.85
General Maintenance Worker	\$ 16.02	\$ 16.02
Auxiliary Police Officer	\$ 1.00	\$ 1.00 per year

❖ Aux Police officers shall be paid the active yearly rate for the Fish Fry and HoneyFest when scheduled by the Chief. Aux Police may also be paid the yearly rate when called in for emergency duty by the Chief with the approval of the Mayor.

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**Section 4.** The Village shall use the following pay scale for salary employees from the date of this ordinance through December 31, 2019.

	2018	2019
Chief of Police	\$ 21.34	\$ 21.34
Fiscal Officer*	\$ 16.13	\$ 16.13
Village Administrator	\$ 25.52	\$ 25.52

\* When the Fiscal Officer also acting in the capacity of the Administrative Assistant he/she shall be paid a premium of \$4.00 per hour in addition to the Fiscal Officer's rate.

**Section 5.** Employees shall be classified by the Mayor and provided with a position description that shall be signed and placed in the employee file.

**Section 6. Insurance**

The village shall provide a group insurance policy for full-time employees that elect to receive it. An employee charge has been adopted by separate ordinance and may be changed from time to time as deemed appropriate by Council. Part-time employees shall not receive insurance or leave benefits. Part-time employees and employees governed by multi-year contracts who wish to be covered by the village health insurance policy may be added, if they pay the entire premium cost.

**Section 7. Vacation**

Full-time employees accrue vacation leave as allowed in the Village of Lithopolis Employee Manual, which may change from time to time.

**Section 8. Sick Leave**

Full-time employees accrue sick leave as allowed in the Village of Lithopolis Employee Handbook, which may change from time to time.

**Section 9. Bereavement Leave**

All Employees are entitled to bereavement leave as allowed in the Village of Lithopolis Employee Handbook, which may change from time to time.

**Section 10. Holidays**

Observed Holidays and associated pay shall be listed in the Village of Lithopolis Employee Handbook.

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**Section 11.** This ordinance shall be reviewed and revised beginning in October 2019 or sooner on a  $\frac{3}{4}$  vote of Council.

**Section 12.** This ordinance shall be in full force and effect at the earliest date provided by law.

DATE PASSED: 3-27, 2018

ATTEST:

Amanda Wotkin

CLERK

SIGNED

John Taylor

MAYOR

DATE:

3-27-18

DATE:

3-27-18

APPROVED AS TO FORM:

John Taylor  
VILLAGE SOLICITOR